

# CORRECTING A CERTIFICATE OF MARRIAGE IN MAINE (VS-7m)



## MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF VITAL RECORDS BUREAU OF HEALTH – OFFICE OF HEALTH, DATA AND PROGRAM MANAGEMENT

When you receive a copy of your marriage certificate, you may find errors. This application contains detailed instructions regarding the process involved for you to correct any errors you may find on your record. This application **MUST** be processed at:

Office of Vital Records  
#11 State House Station  
Augusta, ME 04333  
(207) 287-6490

**The process for correcting a marriage record that is under a year old differs from the process for correcting a marriage record that is over a year old.**

**REVIEW THESE INSTRUCTIONS CAREFULLY.** If you have any questions concerning the process involved in correcting your marriage record, please contact this office at (207) 287-6490 prior to submitting your application.

### **TO CORRECT A MARRIAGE RECORD THAT IS UNDER A YEAR OLD:**

If you have been married for **less than a year** and you wish to correct an error, the following information applies:

Who may apply for the correction:

- ❖ Only the **Officiant** may apply to make corrections in the ceremony section.
- ❖ The **Bride or Groom** may apply to correct personal data on themselves.
- ❖ The **Municipal Clerk** **MUST** be the one to apply for clerical errors made in the municipal clerk's office.

To correct a record that is less than a year old, the front side of the attached application **MUST** be completed. The applicant's signature **MUST** be notarized. The application should have printed on it **BOTH** the bride **AND** the groom's full name as it appears on the record. The incorrect information, along with the item number where the error is located must be printed in the box(es) on the left, and the item number along with the correct information must be printed in the box(es) on the right.

In most cases, for a record under a year old, the applicant will only need to complete the application and sign the certification statement in front of a Notary Public. Occasionally, there may be instances when documentation may be required. There is no fee to correct a record under a year old, however, if the applicant wishes to receive a certified copy of the record **AFTER** the correction has been processed, a \$15.00 charge does apply in order for you to receive a corrected, certified copy of the record.

## **CORRECTING A RECORD MORE THAN A YEAR AFTER THE EVENT:**

When applying to correct a record that is more than a year old, 2 forms of supporting documentation are required in order to correct: a) Name of bride or groom; b) Place of marriage; and c) date of marriage. Corrections of other items on the marriage certificate, as well as spelling errors in the names of the bride or groom, must be supported by at least one document. Following is a sample list of acceptable documents. You should contact this office if you have any questions pertaining to the documents you plan to use.

- ❖ Personal Affidavit – located on reverse side of application and can be used by the applicant to correct personal information. The person completing the Personal Affidavit **MUST** have first hand knowledge of the information being corrected.
- ❖ Officiants may also use the personal affidavit as a form of documentation when correcting errors in the ceremony section.
- ❖ Intentions of Marriage
- ❖ Other Documents (document must be at least 5 years old). Example: Previous marriage record, death or birth record
- ❖ Medical Records
- ❖ Records of employment, education, census, selective service or military service
- ❖ Voter registration applications
- ❖ Newspaper articles
- ❖ Guest book showing names of bride and groom and date of marriage
- ❖ Church record

**ALL DOCUMENTATION USED AS EVIDENCE TO SUPPORT  
A CORRECTION MUST BE ORIGINAL, CERTIFIED OR ATTESTED COPIES. EXCLUDING THE  
PERSONAL AFFIDAVIT, ALL OTHER DOCUMENTATION SENT IN WILL BE RETURNED TO THE  
APPLICANT ALONG WITH THE CERTIFIED, CORRECTED RECORD TO WHICH THEY ARE  
ENTITLED.**

**Using the Personal Affidavit as one form of documentation** – Once the record becomes more than a year old, an affidavit of personal knowledge may be used as one form of documentation. The personal affidavit may be completed by either the applicant or someone who has first-hand knowledge of the information being corrected (i.e.: a mother; father, older sibling, close family friend or a neighbor may sign the personal affidavit under oath if they have first hand knowledge of the information to be corrected). **The person completing the personal affidavit MUST sign the affidavit in the presence of a Notary Public.**

**The Officiant is the only person who may apply to correct information in the ceremony section.** The officiant may also use the personal affidavit but it must be accompanied by one additional document before the correction can be processed. (i.e. wedding invitation, newspaper announcement, etc.)

There is a **processing fee** to correct records a year or more after the date of marriage. The fee is \$25.00. This fee pays for the process and also pays for the applicant to receive ONE corrected, certified copy of the certificate AFTER the correction. **Please note that Maine Law dictates the process for correcting a Vital Records, a year or more older, MUST be done by drawing a single line through the incorrect information and typing the correct information above or to the side of the error. The record will be marked ‘AMENDED’.**

**Correcting clerical errors made at the Municipal Office level on a record that is over a year old.** It is the responsibility of the bride and/or groom to double-check their marriage license when they pick it up. If the marriage is not reviewed and a clerical error is discovered after the record becomes a year or older, the bride and/or groom must apply to make the correction as long as it is not in the ceremony section. The \$25.00 correction fee is also the responsibility of the bride and/or groom.



# (VS-7m) APPLICATION FOR CORRECTING A MAINE CERTIFICATE OF MARRIAGE

**COMPLETE ONLY THIS SIDE WHEN CORRECTING MARRIAGE  
RECORDS THAT ARE UNDER A YEAR OLD**

STATE FILE NO. \_\_\_\_\_

## PLEASE REVIEW INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION

FULL NAME OF BOTH PERSONS AS THEY APPEAR ON MARRIAGE LICENSE:

DATE OF EVENT (MM/DD/YYYY)		TOWN/CITY LICENSE ISSUED AT	
LIST INCORRECT INFORMATION ALONG WITH ITEM BOX # HERE ↓		LIST CORRECT INFORMATION ALONG WITH ITEM BOX # HERE ↓	

## APPLICANTS SIGNATURE MUST BE NOTARIZED

**I HEREBY DECLARE UNDER OATH THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE  
BEST OF MY KNOWLEDGE AND BELIEF**

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SUBSCRIBED AND SWORN ON

\_\_\_\_\_  
MY TERM EXPIRES:

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
PRINTED NAME OF NOTARY PUBLIC

APPLICANTS ADDRESS:



\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

**If you are correcting a record that is over a year old, additional documentation showing the correct information is required. A Personal Affidavit may be used as one form of documentation (*see instructions*). You must use the personal affidavit on the reverse side of this form if you choose this option. Please be sure that the signature in the personal affidavit section is notarized.**

## THIS SECTION FOR VITAL RECORDS USE ONLY

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
SIGNATURE OF STATE REGISTRAR/DEPUTY STATE REGISTRAR

**USE THIS SECTION IF YOU ARE REQUIRED TO SUBMIT ADDITIONAL DOCUMENTATION  
WHEN CORRECTING A CERTIFICATE OF MARRIAGE  
AND YOU WISH TO USE THE PERSONAL AFFIDAVIT AS ONE FORM OF  
DOCUMENTATION**

**PERSONAL AFFIDAVIT – CAN BE USED AS ONE FORM OF DOCUMENTATION (SEE INSTRUCTIONS)**

*I hereby declare under oath that the information presented on this form is true and correct to the best of my knowledge and belief. I know this information to be true as I am:*

\_\_\_\_\_  
*State Relationship to Applicant*

**SIGNATURE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**SUBSCRIBED  
AND SWORN  
BEFORE ME ON** \_\_\_\_\_  
(MONTH, DAY, YEAR)

\_\_\_\_\_  
**SIGNATURE OF TOWN/CITY CLERK/NOTARY**

\_\_\_\_\_  
**MY TERM EXPIRES**

***DESCRIBE BELOW ALL DOCUMENTATION USED AND DATE DOCUMENT ISSUED:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORRECTION PROCESSED BY:** \_\_\_\_\_  
*Initials*