

## **Baldwin County Probate Court Guidelines for Amending an Alabama Marriage Certificate**

The following guidelines are offered to assist you in amending your marriage certificates pursuant to Alabama Act 2019-340 effective August 29, 2019.

1. This new form is for you to use when you need to amend your marriage certificate (issued on/after 8/29/19). The new form is one page and the heading is **Amendment to Alabama Marriage Certificate and Decree of Correction**. This form is very similar to the Alabama Marriage Certificate form. The marriage certificate law that went into effect on August 29, 2019 specifically sets out certain information that must be contained on an amended form. The form has been developed to contain the information mandated by Act 2019-340.
2. It is preferred that an amended marriage certificate be filed in the same county that the original certificate was filed. However, the marriage law does not address this. Therefore, a probate office should receive and record an amended certificate even if the original has not been filed there.
3. Act 2019-340 mandates that a **“one-page decree of correction”** be forwarded to the Alabama Department of Public Health’s Center for Health Statistics. **Amendments with more than one page will not be filed by the Center for Health Statistics**. This form should be printed by the marriage parties or by the probate court on one page (front side only) of 8.5 x 11 inch white or light paper. The form should be printed as actual size, not “fit to page” or another modified size. **A paper version is available online at <https://baldwincountyal.gov/Government/probate>. You will need to select “Licenses.”**
4. All of the information in **Blocks 1 through 12** on the **Amendment to Alabama Marriage Certificate and Decree of Correction** must be completed by the marriage parties.

*It will be helpful to have a copy of the amendment form as you read through the statements below.*

5. **Block 1:** The first two blanks ask for the full names of the two parties amending their marriage certificate. These should be the parties’ names exactly as they appear on the original marriage certificate. The next blank line should be the date on which the original marriage certificate was filed in the probate office. The fourth blank is for the county in which the original certificate was filed/recorded. The last blanks ask for the book/page/instrument number of the original certificate.

The information in **Block 1** is necessary for the original recording court and the Center for Health Statistics to identify and locate the original certificate that is being amended.

**Block 2:** This block provides a statement of agreement between the parties that one or more errors have been made on the original Marriage Certificate that require correction. No information is necessary in this block.

**Block 3:** This space is provided to state the error(s) on the original marriage certificate. **Block 4:** This space is provided for the corrected information.

**Blocks 5 and 6:** Spouse 1 should print his/her current full legal name in **Block 5**. Spouse 2 should print his/her current full legal name in **Block 6**.

**Blocks 7-12:** These spaces are identical to the original certificate. There are lines for the spouses to sign their current full legal names, and spaces for the notary seals and notary signatures. **The law requires both parties to sign the amendment.** If both spouses cannot agree on the corrections or one of the spouses cannot sign the form, either spouse can file a petition for correction with the circuit court.

6. Baldwin County Probate will provide the presenting party with a certified copy of the recorded amended marriage certificate for the couple's records. **You must submit the original Amendment to Alabama Marriage Certificate and Decree of Correction to the Baldwin County Probate Office (Bay Minette Office Only)** for recording and it will be forwarded to the Alabama Department of Public Health, Center for Health Statistics.

7. If you wish to amend your marriage certificate due to an erroneous Social Security Number, there is no need to go through the correction process, as the Social Security Number has no effect on the marriage certificate.

8. The fee for filing an amendment is the same as for an original filing (\$73.00 in Baldwin County). Money orders and cashier's checks are the only acceptable forms of payment for mail-in requests. Cash and credit card are additional options available for forms submitted in-person.

9. Please make sure that your Amendment to **Alabama Marriage Certificate and Decree of Correction** is legible or it will be returned to you and will not be recorded. If mailing, please send appropriate form of payment (see #8) and your decree to the following address:

Judge of Probate  
Marriage Section  
PO Box 459  
Bay Minette, AL 36507-0459

10. If coming in person to submit your form, our Marriage Section (Bay Minette only) office hours are 8:00 am – 4:15 pm Monday through Friday with the exception of county holidays. **The Alabama Marriage Certificate and the Decree of Correction can only be received/recorded in the Bay Minette Office. Our other satellite offices will not accept these documents.**