



Application form to correct details on a Marriage Registration

Before completing this form please read the guidance overleaf and the Marriage Corrections guidance at www.gov.uk - Please note, only the parties to the marriage may apply for a correction to the registration.

1.0 Applicant Name 1

1.1 Applicant Name 2

(if applicable)

2.0 Marriage Details A certified copy of the marriage certificate is required. Tick box to indicate it is enclosed

3.0 Details of the error(s) Please clearly explain in the boxes below what is wrong and what the correct details are:

3.1 Error as it is shown on the certificate :

3.2 What the correct details are :

3.3 Please include any further information you may think relevant

4.0 Evidence to validate the correction enclosed?

YES

NO

Please see guidance overleaf

5.0 Who will witness the correction?

Please read guidance overleaf, then tick relevant boxes and give witness details if necessary

Both parties attend

Applicant 1 and Witness attend

Applicant 2 and Witness attend

Two Witnesses attend

Witness 1. Name and Address (if applicable)

Witness 2. Name and Address (if applicable)

**6.0 First party's details**

Name
Address
Postcode
Telephone number:
Email address:

**6.1 Second party's details**

Address (if different from first party's address)

Name
Address
Postcode
Telephone number:
Email address:

**7.0 Declaration - to be completed by both parties to the marriage (if applicable)**

I confirm I am happy for the correction to be made

**First Party's Signature**

**Second Party's Signature**

Date:

Date:

**Guidance Notes**

**It is recommended that you check to see if the error is in the marriage register or on your certificate only. The marriage register will either be held at the place of your marriage or at the Register Office for that area.**

**1.0 & 1.1 Applicant's details.**

We will only accept an application from the parties to the marriage. If both parties are no longer alive we are unable to correct the registration.

If there is only one applicant please provide the reason for this in 3.3 along with any contact details you may have for the other party (section 6) so they can be made aware of the correction to the marriage registration.

**2.0 Marriage Details**

A copy of the certificate is required so that we can identify the entry and check that the error is in the marriage register(s) and not purely a copying error.

**3.1 & 3.2 Details of the error(s) and the correction(s)**

Use these boxes to indicate what errors are contained in your marriage registration and what the correct details should be.

**4.0 Evidence to validate a correction**

Before the correction can be authorised you are required to provide evidence to prove that an error has been made.

Only certified copies of original documents should be sent with this application form.

For information on the type of evidence to provide and who is authorised to certify evidence please refer to the guidance leaflet "**How to apply for a correction to a marriage registration**". This can be obtained from:

- any register office
- the General Register Office
- [www.gov.uk/correct-marriage-registration](http://www.gov.uk/correct-marriage-registration)

**5.0 Who will witness the correction**

It is a requirement in legislation that marriage corrections must be witnessed by two credible people, usually the parties to the marriage.

If one or both parties to the marriage are unable to witness the correction they can each appoint a witness to act on their behalf. Without this information we would be unable to process the application.

Whoever undertakes the responsibility of witnessing the correction will be required to attend at either the place of marriage or the local register office where the marriage took place.

We aim to reply to your initial application within **10 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**. See guidance leaflet, Section 9.

***For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies***