

OFFICE USE ONLY
State File Number:

Vital Records
221 W. Capitol Ave.
Pierre, South Dakota 57501
Tel: 605.773.4961

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APPLICANT ID:

Marriage Record Amendment Instructions

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221 W. Capitol Ave.
Pierre, South Dakota 57501
Tel: 605.773.4961

To request a marriage amendment you must:

1. Complete the first page of this form.
2. Determine what fees and documentation are required.
3. Mail completed, notarized form, fees, and documentation to:

Vital Records
Attn: Marriage Amendments
221 W. Capitol Ave.
Pierre SD 57501

Section 1 Instructions:

This section shall be completed by the person that will be signing the affidavit in section 2. Only certain individuals may request an amendment on a marriage record. It can be the spouse on the record, the officiant that solemnized the marriage (performed the marriage) or legal representative of either spouses.

Please type or print all fields in blue or black ink.

Section 2 Instructions:

Complete this section with the information obtained on the CURRENT marriage record. It might be helpful to have your record in front of you to obtain this information.

Section 3 Instructions:

On the affidavit, type or print clearly the item that needs to be corrected, how that item appears on the current record, and the information as you are requesting it be. If you make a mistake, please destroy the request form and complete a new one. If the affidavit is not acceptable for processing due to mistakes, it will NOT be processed. Submitting a form containing errors will cause a delay in completing the request.

Sign affidavit ONLY in the presence of a notary public.

Section 4 Instructions: DO NOT WRITE IN THIS SECTION - FOR OFFICE USE ONLY

You must send documentation that shows how the item on the record SHOULD appear. For example, if your marriage record shows 'Janie J Doe' and you need it corrected to 'Jane Jill Doe', you must provide a document that is over 7 years old and shows your name as 'Jane Jill Doe'.

The document MUST be the original or certified photocopy. All documents will be returned to you.

To verify your documents age, please make sure that the document has a date of creation listed.

**** If your marriage record is under one year old, you do not need to provide documentation or fee. ****

Ordering a Marriage Record after Amendment:

If you have purchased a certified copy of your marriage record, we ask that you send it in with this form. When the amendment is completed, this will allow a new one to be issued to you at no charge.

If you have not purchased a marriage record and you require one, you will need to complete the SD Application for Marriage Record and pay \$15 in addition to the \$8 amendment fee.

SUMMARY:

- ☐ Send completed affidavit signed by notary
- ☐ \$8 if record is over one year old
- ☐ Supporting documentation over 7 years old if record is over one year old.
- ☐ Certified marriage record or SD application for Marriage Record with \$15 (If Applicable)