



**Application form to correct the details of a
Marriage / Civil Partnership Registration**

Before completing this form please read:

'How to apply for a correction to a marriage/Civil Partnership registration'

This can be obtained from any register office or at www.gov.uk

**A fee of £90 is payable to the register office in the registration district / authority
where the marriage /civil partnership took place for an application to correct a
registration**

**This is a consideration fee and is non-refundable. The fee must be paid at the point of
application.**

The General Register Office recommends that you check at the religious building or
for a civil ceremony/civil partnership, the register office where the marriage/civil partnership took
place, to confirm that the error exists in the official registration held there.

**We will only accept an application from the parties to the marriage/civil partnership.
If neither party is still alive we are unable to correct the registration.**

1.1 Details of the parties married /civil partnership :

1.2 Your details:

Title

Forenames

Surname

Current address

Contact tel. no.

Email

We may need to contact you, how would you prefer to be contacted? Please tick one.

E-mail **Telephone** **Post**

1.3 Other party's details:

Title

Forenames

Surname

Current address

(if different from above)

Contact tel. no.

Email

Details not known

2.1 Marriage details/Civil Partnership

We will need to see a copy of your marriage/civil partnership certificate to check that the error occurs in the official registration(s) and is not simply a copying error.

Yes

Please tick the box to indicate a copy enclosed.

2.2 If you were married in the Church of England or Wales please ask the vicar at the church to complete the declaration below:

Title

Initials

Surname

Current address

I confirm I am happy to carry out a correction to the said marriage entry on the authority of the Registrar General.

Signature:

Date:

<input type="text"/>	<input type="text"/>
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3.1 Details of the error(s) and the correction(s) to be made to your marriage/civil partnership registration.

Please clearly explain in the boxes below what is wrong and what the correct details are:

3.2 Error as it is shown on the certificate

3.2 The correct details to be shown

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3.3 Please confirm that you have checked your certificate and that all errors have been identified and noted above.

Yes

4.1 Before the correction can be authorised you will need to provide evidence of the correct information at the time of the marriage / civil partnership.

These documents should be valid or dated within the 3 months prior to the date of the marriage/civil partnership.

It is not possible to list every example of acceptable evidence, but it should be an official document which shows the correct information. Examples will include:

- | | |
|-------------------------------------|---------------------------------|
| passport | bank/building society statement |
| identity card | utility bill |
| photocard driving licence | credit card statement |
| letter from a government department | letter from a hospital/doctor |

Please do not send original documents; photocopies which have been certified by a professional or reputable person as a true copy of the original will be accepted. We cannot accept photographs of original documents. A list giving examples of suitable persons can be found at: <https://www.gov.uk/countersigning-passport-applications>

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

4.2 Please tick the box to confirm that evidence to support the correction is enclosed

Yes

If you cannot send any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling **0300 123 1837**

5.1 Usually the parties to the marriage will witness the correction.

This does not apply to civil partnership corrections

If either party to the marriage is unable to witness the correction, they can appoint a witness to act on their behalf. If one party is deceased/absent a second witness will need to be appointed. Whoever witnesses the correction will be required to attend at either the place of marriage or the local register office where the marriage took place.

Who will witness the correction? Please select **one** option only:

Both parties to the marriage

You and a witness

Other party to the marriage and a witness

Two witnesses

Witness 1. name and address (if applicable)

Witness 2. name and address (if applicable)

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6.0 Declaration – to be completed by both parties to the marriage/civil partnership (if applicable).

I confirm that I am happy for the correction to be made and I understand that it will take the form of a note in the margin of the marriage register / civil partnership registration.

I acknowledge that the fee paid is for the consideration of my application and that, should sufficient evidence not be available, the correction will not be authorised.

Party 1 Signature:

Party 2 Signature:

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Date:

Date:

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6.1 If you are the only applicant, please give the reason for this below:

7.0 Checklist for Superintendent Registrar

- | | | |
|---|-----|--------------------------|
| 7.1 Application form fully completed | Yes | <input type="checkbox"/> |
| 7.2 Marriage / Civil Partnership certificate enclosed | Yes | <input type="checkbox"/> |
| 7.3 Civil Partnership schedule / Civil marriage entry
or duplicate religious marriage entries enclosed | Yes | <input type="checkbox"/> |
| 7.4 Evidence enclosed | Yes | <input type="checkbox"/> |
| 7.5 Fee paid | Yes | <input type="checkbox"/> |

Print Name:

Signature:

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Register Office:

Contact No:

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Date:

Please take or send your application form and documentary evidence to the register office for the area where the marriage/civil partnership was registered. You can ring GRO on 0300 123 1837 who can also confirm where your application needs to be sent.

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

Fair Processing Notice

By completing this form you agree to the General Register Office contacting you in relation to your application as well as to ask if you are satisfied with our services.

The General Register Office is part of Her Majesty's Passport Office.