



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 or civil partnership registration'

This can be obtained from any register office or at [www.gov.uk](http://www.gov.uk)

**A fee of £90 is payable to the register office for an application to correct a registration. It is a consideration fee, as such, is non-refundable. The fee must be paid at the point of application.**

The General Register Office recommends that you check with the register office in the area the civil or religious marriage or civil partnership took place, to confirm that the error exists in the register

**We will only accept an application from the parties to the marriage or civil partnership. If neither party is alive, the registration cannot be corrected.**

**1.1 Details of the parties to the marriage or civil partnership:**

**1.2 Your details:**

Title

Forenames

Surname

Current address

Contact tel. no

Email

If we 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**

We will need to see a copy of your marriage or civil partnership certificate to check that the error occurs in the marriage or civil partnership registration? and is not a copying error.

Please tick the box to indicate a copy of your certificate is enclosed.

**3.1 Details of the error(s) and the correction(s) to be made to your marriage or civil partnership registration.**

Please clearly explain in the boxes below what is wrong and what the correct details are:	
<b>3.2 Error as it is shown on the certificate</b>	<b>3.2 The correct details to be shown</b>

**3.3 Please tick to confirm that you have checked the certificate and that all errors have been identified and noted above.**

**4.1 Before the correction can be considered you will need to provide evidence that an error has been made.**

These documents should be valid or dated within the 3 months prior to the date of the marriage or 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 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/certifying-a-document>

If you are taking the application to a Register Office and paying in person then the register office representative 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 to confirm that evidence to support the correction is enclosed**

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 the GRO casework team on **0300 123 1837**

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5.0 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 the corrected details will take the form of a note in the margin of the registration.**

**I acknowledge that the fee paid is for the consideration of my application and that, if relevant evidence is not provided, the correction will not be authorised.**

*Party 1 Signature:*

*Party 2 Signature:*

<input type="text"/>	<input type="text"/>
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*Date*

*Date*

<input type="text"/>	<input type="text"/>
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**5.1 If you are the only applicant, please give the reason for this below:**

## 6.0 Checklist for Superintendent Registrar / CP Registrar

- |   |     |                          |
|---|-----|--------------------------|
| 6.1 Application form fully completed  | Yes | <input type="checkbox"/> |
| 6.2 Marriage / CP Certificate enclosed                                      | Yes | <input type="checkbox"/> |
| 6.3 Civil / religious marriage entry or civil partnership schedule enclosed | Yes | <input type="checkbox"/> |
| 6.4 Evidence enclosed   | Yes | <input type="checkbox"/> |
| 6.5 Fee paid  | Yes | <input type="checkbox"/> |

*Print Name:*

*Signature:*

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*Register Office:*

*Contact No:*

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*Date:*

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Please take or send your application form and documentary evidence to the register office in the area where the marriage or civil partnership was registered. Details of register offices are available on [www.gov.uk](http://www.gov.uk) you can ring GRO on 0300 123 1837 who can 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 application 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 His Majesty's Passport Office.