REPORT OF COURT ORDER TO AMEND A WISCONSIN MARRIAGE RECORD

- Type or print in black ink. No cross-outs, write-overs, erasures, or correction fluid allowed.
- This form is used when information on a marriage record does not represent the actual facts in effect at the time the record was filed per Wis. Stat. § 69.12. This form may not be used to amend a marriage record which was true and accurate at the time the record was filed.
- See additional instructions on the reverse side.

PART I CURRENT MARRIAGE RECORD INFORMATION

Complete the following section about the marriage record to be changed. Enter the facts as they are currently recorded on the marriage record on file in the State Vital Records Office.

First Name	Middle Name	Last Name	Suffix (e.g., Jr.)
First Name	Middle Name	Last Name	Suffix (e.g., Jr.)
Date of Marriage (MM/DD/YYYY)	City of Marriage	County of Marriage	

PART II SUPPORTING EVIDENCE PROVIDED TO THE COURT FOR THE CORRECTION

1. _____ 3. _____

2. _____ 4. _____

PART III CORRECTION OF INFORMATION

This form should not be used to report a legal name change.

THE **INCORRECT** INFORMATION BELOW SHALL BE AMENDED TO THE **CORRECT** INFORMATION BELOW:

_____ (Name of subject on record) (First, Middle, LAST NAME IN CAPITAL LETTERS)	_____ (Name of subject on record) (First, Middle, LAST NAME IN CAPITAL LETTERS)
_____ (Name of subject on record) (First, Middle, LAST NAME IN CAPITAL LETTERS)	_____ (Name of subject on record) (First, Middle, LAST NAME IN CAPITAL LETTERS)
_____ (other - specify)	_____ (other - specify)
_____ (other - specify)	_____ (other - specify)
_____ (other - specify)	_____ (other - specify)
_____ (other - specify)	_____ (other - specify)

PART IV CERTIFICATION OF CLERK OF COURT OR DEPUTY

I hereby certify that an order has been granted that the above identified marriage record be corrected to accurately reflect the facts at the time of marriage.

COURT SEAL	Case Number (MANDATORY)	Effective Date (MM/DD/YYYY)	Branch Number
	Name of Judge Who Granted the Order	County	State: Wisconsin
	SIGNATURE – Clerk of Court or Deputy		Date Signed (MM/DD/YYYY)
Court Seal Must Be Present	NAME (typed or printed) – Clerk of Court or Deputy		

DEPARTMENT OF HEALTH SERVICES
F-05093 (08/2024)

PART V USE OF THIS FORM, FEE AND MAILING INFORMATION

1. **Contact the Circuit Court in the county where the marriage occurred.**
   Select one
2. Gather evidence supporting the corrections along with a current certified copy of the marriage record.
3. If the court grants the petition, return this completed, signed, and sealed form, along with the required fee.
4. **Part IV must be completed by the court before you return this form to the State Vital Records Office.**

☐ **Fee to file this Report of Court Order to Amend a Wisconsin Marriage Record** 10.00

☐ One certified copy of the amended marriage record ..... $ 20.00 _____

☐ Each additional certified copy of the amended marriage record ..... _____ X $ 3.00 _____
Number of Additional Copies

Make check or money order payable to: **State of Wis. Vital Records** **TOTAL** _____

Mail this properly completed, signed, sealed form and your check or money order to:

State Vital Records Office / ATTN: PSSU / PO Box 309 / Madison, WI 53701-0309

If you purchased a certified copy of the marriage record from the State Vital Records Office in the last 60 days, you can enclose it with your amendment request and we will exchange it at no additional cost.

If you have questions regarding this form, call the State Vital Records Office at 608-266-1373 or email DHSVitalRecords@wi.gov.

I attest that the information provided on this form is correct to the best of my knowledge and belief and that I am entitiled to copies of the requested marriage record.

SIGNATURE (Applicant) ➢	Date Signed (MM/DD/YYYY)

SEND CERTIFIED COPY OF AMENDED MARRIAGE RECORD TO:

Name	Relationship to the Subject(s) of the Record		
Mailing Address	City	State	ZIP Code
Telephone Number ( )	Email Address		

PENALTIES: Any person who willfully and knowingly supplies false information with the intent that the information be used in the preparation or amendment of a marriage record is guilty of a Class I felony and shall be fined not more than $10,000 or imprisoned not more than three years and six months, or both, per Wis. Stat. § 69.24(1).

Clear / Reset Form