

Instructions for Correcting a Marriage or Death Certificate:

(There is a \$164.50 Filing Fee, see instructions below)

Making Changes to a Marriage or Death Certificate:

For a Marriage Record when the Marriage occurred less than 365 days ago: The officiant or the **County Clerk** who issued the license can make corrections..

For a Marriage Record when the Marriage occurred more than 365 days ago: **See Below**

For a Death Record when the Death occurred less than 365 days ago: Corrections can still be made by the funeral director. This includes changes to name, date of birth, marital status, address, etc. If changes must be made to the cause-of-death section, they must be made by the medical certifier.

For a Death Record when the Death occurred more than 365 days ago: **See Below**

Procedure Checklist to Correct a Marriage or Death Record When the Marriage or Death was more than 365 Days ago:

- Mail** a **certified copy** of the Marriage or Death record, to:
Wisconsin Vital Records
P.O. Box 309
Madison, WI 53701-0309

Along with a note explaining what is incorrect and what the correct information should be.

Wisconsin Vital Records Office will look over the record and send you the court order forms and instructions if needed.

- Complete** and sign the Petition to Correct Vital Record, found in the Clerk of Courts Office.
- Complete** Vital Records Form; leave the *For Court Use Only* and *Certification of Clerk of Court or Deputy* blank.
- Make** a copy of the Petition to Correct Vital Record
- Bring** the following items to the Clerk of Court's office for filing during regular courthouse hours:
 - Original and copy of the Clerk of Courts' Petition to Correct Vital Record
 - Filing fee of \$164.50. May be made by cash, check, money order, or debit/credit card (additional fee for using debit/credit card) payable to Clerk of Courts.
 - Documents that support the request to correct the vital record
 - Instructions and form provided by the WI Office of Vital Records
 - **Check or Money Order** made payable to WI Dept of Vital Records; amount determined in the *Fee and Mailing Information* section.
 - A self-addressed stamped envelope with sufficient postage to return your documents, an additional fee can be paid to cover the cost of mailing (The Clerk's office is unable to open cases immediately, so a self addressed stamped envelope or additional mail fee is needed to return your copies.) Call for current return postage/envelope rate.
- The clerk will file stamp the petition and copies of petition, keep one copy and return the original and any additional copies provided to you. The Clerk will return your original supporting documents with the Order upon completion of the case.
- State of Wisconsin Vital Statistic Reporting** If the Court granted your petition; the Clerk will place a seal on the WI Department of Vital Records form and submit along with your payment directly to the state Vital Records Office.
- A copy of the signed order will be returned to you along with the originals of your supporting documents.