



FORM TO CORRECT A COLORADO MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION

- Cross outs and/or white out is not acceptable
Complete this form in ink

Please Note This process will only correct the Marriage, Dissolution or Civil Union Verification filed in the State Vital Records Office. This process will not correct the actual copy of the Marriage, Dissolution or Civil Union filed in the County or District Court of the applicable jurisdiction

Record Type (check box) Marriage Dissolution (Divorce) Civil Union

Please select the type of service requested (check box) correction of a verification registration of a missing verification (complete 1a to 6a only)

Table with 2 main columns: INFORMATION AS IT CURRENTLY APPEARS ON THE MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION and CORRECT INFORMATION AS IT SHOULD APPEAR ON THE MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION. Rows include GROOM - PETITIONER'S NAME - PARTY ONE, BRIDE - RESPONDENT'S NAME - PARTY TWO, COUNTY OF MARRIAGE, DATE OF MARRIAGE, DOCKET NUMBER, and Dissolution Type.

The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000 or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118). By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.

Signature of requestor, Date, Your relationship to requestor (check box) Groom, Bride, Legal Representative, Petitioner, Respondent, Party One. Address, City, State, Zip, Daytime Phone Number, Email (print clearly).

SERVICES AND FEES (Fees are non-refundable) Table with columns: QUANTITY, FEES (\$), Total (\$). Rows include 1st certified copy, Additional copies, Heirloom Certificate, Credit Card Convenience Charge, Expedited Shipping, Express mail, FedEx, UPS.

*ID POLICY Effective 11-01-2003, Return your request with a copy of your driver's license, state ID, passport or other acceptable identification.

***EXCHANGE POLICY Effective 7/1/2011 previously issued certified copies of the verification may be exchanged at any time after a correction or change has been made to verification at \$10.00 each.

METHODS OF PAYMENT We accept Checks (no-temporary), Money Orders (payable to Vital Records) and Credit Cards. Not responsible for cash sent through the mail.

**CREDIT CARD ORDERS (check box) Visa MasterCard Discover Convenience Charge will apply (see fee schedule above) Cardholder Name, Cardholder Signature, Credit Card Number, Expiration Date, Total Charges (\$)

OUR RETURN MAILING ADDRESS Vital Records, Marriage/Dissolution Correction Specialist, 4300 Cherry Creek Drive South, Denver, Colorado 80246-1530

OUR WEBSITE www.colorado.gov/cdphe CONTACT INFORMATION Name: Specialty Unit Phone: 303-692-2227 Email: cdphe_specialtycertificates@state.co.us

CHECKLIST TO AVOID DELAY ENCLOSE ALL NECESSARY DOCUMENTATION (PLEASE SEND THE FOLLOWING) 1) Form to Correct a Marriage, Dissolution or Civil Union Verification 2) Certified Marriage Certificate, Dissolution Decree or Civil Union Certificate 3) *Identification 4) Fees (\$)

INSTRUCTIONS FOR CORRECTING A COLORADO MARRIAGE, DISSOLUTION OR CIVIL UNION VERIFICATION

Please Note: Photocopies of the Marriage, Dissolution, or Civil Union are not acceptable. Court order or Documents will be returned to you

MARRIAGE

Years that can be corrected: 1975 to present

Eligible Parties: Only the bride, groom or their legal representative (must provide proof) are eligible to apply.

Items Needed: Form to Correct a Colorado Marriage, Dissolution or Civil Union Verification.
Certified copy of the marriage certificate from the county Clerk and Recorder's office where the marriage license was issued.

DISSOLUTION

Years that can be corrected: 1968 to present

Eligible Parties: Only the petitioner, the respondent or their legal representative (must provide proof) are eligible to apply.

Items Needed: Form to Correct a Colorado Marriage, Dissolution or Civil Union Verification.
Certified copy of the dissolution decree from the County District Court where the dissolution, separation, invalidity, or annulment was granted.

CIVIL UNION

Years that can be corrected: May 1, 2013 to present

Eligible Parties: Only party one, party two or their legal representative (must provide proof) are eligible to apply.

Items Needed: Form to Correct a Colorado Marriage, Dissolution or Civil Union Verification.
Certified copy of the civil union from the county Clerk and Recorder's office where the civil union license was issued.

Link to the Colorado courts website - <http://www.courts.state.co.us>

*REQUIRED IDENTIFICATION DOCUMENTS

PRIMARY LIST

At least 1 of the following:

(No expired documents accepted)

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- Colorado Department of Corrections ID card
- CO Temporary Driver's License Form (with hole-punched Driver's License)
- Employment Authorization Card (I-766)
- Foreign Passport
- Photo Driver's License
- Photo ID Card (DMV)
- School, University or College ID Card (must be current)
- Temporary Resident Card
- U.S. B1/B2 Visa card with I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship ID Card (I-197)
- U.S. Military ID Card
- U.S. Passport

We are sorry, but we cannot accept:

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- Temporary Driver's license or Temporary State ID

SECONDARY LIST

at least 2 of the following:

(Any document expired more than six months will not be accepted)

- Acknowledgment of Paternity document
- Birth Certificate of Applicant (U.S. only)
- Court order of adoption or name change
- Craft or trade license (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital birth worksheet (for infants under 6 months)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card
- Marriage license (U.S. only)
- Medicare Card
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (U.S. only)
- Pilot license
- Selective Service Card (U.S. only)
- Social Security Card
- Social Services Card (Medicaid, WIC)
- State or federal prison or corrections card
- Tribal ID Card
- Weapon or gun permit (U.S. only)
- Work ID, Paycheck Stub (within 3 months), or W-2
- Any Expired document from the "Primary" List (cannot be expired more than 6 months)