

Instructions for Customer Seeking to Correct a Marriage License

Instructions

1. Enter the following information on the form:
 - a. Both spouses' names as they appear on the current license of marriage
 - b. The address at which at least one spouse resides
 - c. A phone number that at least one spouse may be contacted at
 - d. "Local File Number" of the marriage license (located at the top-right of the license)
 - e. Inaccurate fact(s) stated on the license at present
 - f. Correction that is being requested.
2. Sign and print your name in front of a notary public.
3. Submit the completed form and payment for a \$175.00 filing fee to the *Circuit Court Records Office* either by mail or in person. Checks can be made payable to "Saginaw County Clerk."

General Information

The County Clerk will review the affidavit and upon a successful review, will sign the Verification section. (Note: The Clerk may request additional documentation to establish a change should be made.) If the Verification section can be completed, the form will be sent to a Circuit Court Judge who will review the form and enter an order either granting or denying the requested change. The Clerk will correct the license in accordance with the court order. This process can take up to 30 days, it is strongly recommended you contact the *Circuit Court Records Office* for an update on your case filing. Once the license has been corrected you may purchase a certified copy from the County Clerk's *Vital Records Office*.

Again, please submit the completed form and payment to the Saginaw *Circuit Court Records Office*. You may submit your filing via postal mail, email or in person.

Address: Saginaw Circuit Court Records Office
111 S. Michigan Ave., Saginaw, MI 48602

Email Address: circuitcourtreportsfiling@saginawcountymi.gov
Please review our email filing instructions PRIOR to sending in your court filing:
<https://saginawcountymi.gov/departments/county-clerk/circuit-court-division/electronic-email-court-filings/>