



Marriage License CORRECTION Instructions

If a correction is needed on your License of Marriage, you will have to go to the Circuit Court, located at 105 S Court Street, Mio, MI 48647 to obtain an “Affidavit and Motion to Correct License of Marriage, Verification, and Ex Parte Order”. Once you have obtained this form, follow these step-by-step instructions.

Step 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.

Step 2. Sign and print your name in front of a notary public.

Step 3. Submit the completed form and payment for a Motion fee (**contact Circuit Court for Fee Amounts**) to the Circuit Court. Once filed, applicant must bring the “*Motion to Correct License of Marriage, Verification, and Ex Parte Order*” to the County Clerk’s Office, located at 311 S Morenci Ave, Mio, for Verification.

Step 4. 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 make a determination.).

Step 5. Once the Clerk has signed/verified the order, the applicant will then take the order to the Circuit Court Judge who will review it and enter an order either granting or denying the requested change. Applicant will be notified at the phone number that was provided above (C.) that an order has been entered.

Step 6. The Clerk’s office will then correct the license by the terms of the order and file the corrected Marriage License with the State of Michigan. A Certified copy of the corrected Marriage License can be obtained at the County Clerk’s Office after filing is completed.