



**THE CITY OF NEW YORK
OFFICE OF THE CITY CLERK
141 WORTH STREET
NEW YORK, NEW YORK 10013**

Manhattan office hours are 8:30 AM to 3:45 PM
Telephone number: 212-669-8190
Visit: www.cityclerk.nyc.gov

MARRIAGE RECORD AMENDMENT INSTRUCTIONS

In order to amend your marriage record you or your spouse, as applicable, must complete the attached form. It must be signed by both spouses and notarized (only if being requested by mail). The fee for an amendment is \$10.00 payable by money order to the Office of the City Clerk or credit card (in person only). Personal checks will not be accepted.

You will receive no refund if your marriage amendment is denied. Processing a marriage amendment can take up to two weeks if requested by mail.

Please submit the following document(s) as indicated:

1. _____ Original marriage certificate issued by the Office of the City Clerk
2. _____ Original or certified copy of your birth certificate
3. _____ Valid identification (valid driver's license, learner's permit or non-driver's identification card (all with photograph) issued by the department of motor vehicle (from the United States or any of its territories); valid passport; NYC ID; active military identification card; valid United States alien registration card; employment authorization card issued by the Bureau of Immigration and Customs of the Department of Homeland Security; active military identification)
4. _____ Certified copy of divorce decree
5. _____ Proof of address
6. _____ _____

(Any document in a foreign language must be accompanied by an English translation, certified by a competent translator.)

Amendment forms may be mailed or brought in person to:

**Office of the City Clerk
141 Worth Street
New York, New York 10013
Attention: Amendment Department**

If you are applying by mail, please send copies of the original documents certified as true copies of the originals. **Do not** send the actual documents except for the original marriage certificate.