

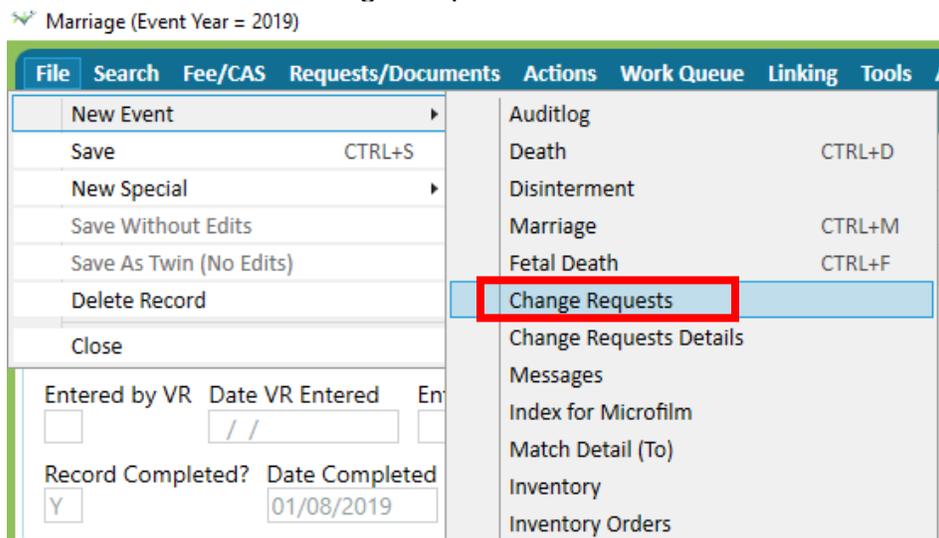
Marriage Current Correction Process

County Recorders can request a current correction to a registered marriage record for marriage records registered in their jurisdiction. The recorders will complete a correction request and submit it to Vital Records for approval.

Current Correction is data entry error or omission made by the county at the time the event was created and within one year of the date of the event.

Requesting a Current Correction

- Search for the marriage record
- Open the record
 - ✓ Click on the File Menu
 - ✓ Select New Event – Change Requests



- Change Request Window will open
 - ✓ Pop up message is a reminder stating counties only can request a marriage correction on marriage records where the record was registered in their jurisdiction – Click Ok.



1. Under the Modification dropdown list, select CORRECTION.
2. Under the Documentation Used dropdown, select ERROR-TYPO.
3. **SAVE** the change request
4. Click the Add Item for Correction button
5. Select the item to be corrected from the Item Description dropdown list
6. The current value of the field will display in the Original Value box
7. Enter the Corrected Value
8. Click the Save Item to be Corrected button
9. Grid is generated to show the item to be corrected).

✓ *If more than one item needs to be corrected, repeat steps 4 through 9 listed above. The grid at the bottom of the window will display all fields with corrections requested.*

Change Requests (Event Year = 2019)

File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Administration Help

Change Request Adoption Requestor/Notary Approval Flags save

System

Event State File Number 2018000001 Event Local File Number 077-2018000001 Record Status PENDING Reg Type Code

Original Record Data

First Name Middle Last Name Suffix

Date of Occurrence 01/26/2018 Date of Birth 09/09/1990 Mother's Maiden Name

State of Occurrence Iowa City of Occurrence Ida Grove

Modification/Correction

Event MARRIAGE 1 Modification CORRECTION Type C Adoption/Paternity WQ N Affidavit/Correction Number 2019000053

Documentation

Documentation Used 2 ERROR - TYPO

Court Court Case Number County State Abbreviation Date of Court Order

Name of doctor who signed statement Name of surgeon who performed sex reassignment Date signed

Documentation Completed and Approved? Y

Corrections

4 Add Item for Correction 5 Item Description 6 Original Value Year 7 Corrected Value Yere State Approved Item? Y

Print Notations on Certificate? Y/N Date Template for Cert Comments Extra Text

The following is how the notations will appear on the certificate.

8 Save Item to be Corrected

9 Itemization of Items Corrected

Item Description	Original Entry	Corrected Entry	Approved	Print On Cert?	Wording on Certificate	Date	Update
Party A / Party A - Current Name / First Name	Year	Yere	Y	N			0
Party A / Party A - Name after marriage / First Name	Year	Yere	Y	N			0

- Submit the change request
 1. Attach supporting documentation (Application for License to Marry or original copy of Certificate of Marriage).
 2. On the Approval Tab, enter Y in Initial Entry Completed and Ready to Approve, any optional notes if needed.
 3. Save the record. This will route the request to Vital Records for approval.
 - o Another pop up message will display referencing counties can only request a marriage correction for marriage records that are registered in their jurisdiction – Click Ok
 4. Close correction request.

Change Requests (Event Year = 2019)

File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Administration Help

Approval

Initial Entry Completed and Ready to Approve by State? Date Completed Completed by Optional Reason for Change

Some Items were updated Previously?

Signed? Signed by Date Signed

Remove Notations to print on Certificate

Rejected Flag Reason/Notes for Rejection

Reverse the Changes

Reverse the Changes Now? Date Reversed Person Responsible Reason for the Reversal Original Flag - Amended Original Flag - Ok to Print?

Remarks

Are there remarks to show on bottom of document?

Work Queue

- Pending correction request will be in the **M Change Request – Pending** work queue.

Work Queue	Tools	Batch	Blank Forms	A
Refresh Work Queue Count				
CAS Requests Pending (222)				
CAS Requests Returns (0)				
M App Pending (6)				
M Change Request - Pending (2)				
M Change Request - Rejected (0)				
M Pending Marriage Return (10)				
Messages (0)				
Verification - Completed (16)				
Verification - Pending (0)				

- **Rejected current corrections**
If the correction request is rejected by Vital Records, it will appear in the M Change Request Rejected work queue.

To review the rejected correction request:

- Check the Work Queue for record(s) that have been rejected by Vital Records
 - ✓ Click on the Work Queue menu
 - ✓ Select M Change Request - Rejected
 - ✓ In the Work Queue window, highlight the name of the appropriate record
 - ✓ Click on Display or double click to open the record

- Review Notes for reason rejected
 - ✓ On the Approval tab review Reason/Notes for Rejection
 - ✓ Make needed changes to the request

- Resubmit the request
 - ✓ On the Approval Tab enter Y in Initial Entry Completed and Ready to Approve
 - ✓ Enter any optional notes if needed.
 - ✓ Save the record. This will route the request back to Vital Records for approval..