



HOW TO SUBMIT AN ADMINISTRATIVE CORRECTION IN THE EMRS

1. Go to [Life Events/Marriage/Search](#) and find the marriage record that needs the correction/amendment.
2. Check the Status Bar to make sure the marriage certificate is registered. The status bar should read [License Valid with exceptions/Marriage Valid/Issued/Approved/Registered](#) and a state file number will be assigned.
3. On the left hand navigation menu under [Other Links](#); select [Amendments](#).
4. The [Amendment Page](#) will display.
5. Select [Administrative Correction-Marriage](#) from the amendment Type dropdown.
6. Enter a comment in the [Description](#) field; select [Save](#).
7. The page will now display an [Amendment Menu](#) on the left hand navigation menu above the [Marriage Registration Menu](#).
8. In the middle of the page, select the correct [Page to Amend](#) from the dropdown. The contents of the selected page will appear. Make the correction in the field where the error exists and select [Validate Page](#).
9. If there is another error to correct at this time start at step 7.
10. After all corrections are made select [Validate Amendment](#).
11. The “[Item in Error](#), [Item as it Appears](#) and [Item as it Should be](#)” will appear. If the information is correct; select [Save](#).
12. On the left hand navigation menu under the [Amendment Menu](#); select [Amendment Affirmation](#). The [Affirmation page](#) will appear. Affirm the correction by [checking the box](#) and select [Affirm](#). The page should now read [Authentication Successful](#).
13. The correction has now been submitted to Data, Research, and Vital Statistics (DRVS) for review and approval. The municipal or deputy clerk who submitted the correction will receive notification once the correction/amendment has been approved by viewing the messages in the DAVE system. Electronic corrections/amendments are normally done the same day. In the event approval is needed immediately; please contact Rebecca Ashley at (207) 287-6490 or Rebecca.Ashley@maine.gov.
14. The record will indicate that an [Amendment Exists](#) in the header (located after the state file number, parties names and the date of marriage).

****Please make sure all corrections/amendments submitted have been approved prior to issuing any certified copies.**