



## Marriage Officiant Instructions

Marriage officiants are people who perform marriage ceremonies. Their main purpose in the ceremony is to witness the consent of the couple, which validates the marriage for legal purposes. After the ceremony, they must return the marriage license to the county where the license was issued.

### Basic Steps to Solemnizing a Marriage

#### Before the Ceremony:

- Review the marriage license.** You must be satisfied the information for the couple on the license is correct. You are welcome to interview the couple and witnesses. If you still have doubts, do not perform the ceremony.
- Verify the issuance date.** The license must have been issued within 90 days of the ceremony.

Please see boxes 25A and 25 B.

25A. ISSUE DATE (MM/DD/CCYY)	25B. EXPIRES AFTER (MM/DD/CCYY)

#### During the Ceremony:


- Have both parties acknowledge consent.** There is no specific language that must be stated, but both parties must acknowledge they are consenting to become married to one another.

#### After the ceremony:

- Complete the marriage license.** Complete the section providing your information and the details of the ceremony. If this is a public license, assist the witness(es) in completing their section as well. See the reverse side for more information on completing the license.
- Return the marriage license within 10 days.**

### Important Things to Remember

- Use black or blue permanent ink. Avoid erasable ink pens and pencils.
- Stay within each box. Avoid crossing the lines.
- Avoid abbreviations and unnecessary punctuations.
- Only enter the information requested. If a section already has dashes (- -), do not enter any information.
- A marriage license will not be accepted if it has
  - Strike overs
  - Correction tape or fluid
  - Erasures
  - Stains or tears

 If a marriage license is found to have a mistake or error, you will be required to purchase a duplicate license to correct it.

# Instructions to Complete the Marriage License

## Marriage Couple (Party 1 and Party 2)

Public License  
1A – 24

Confidential License  
1A – 24

These sections should be completed when applying for the marriage license, prior to the wedding day.

<input type="checkbox"/> Groom <input type="checkbox"/> Bride FIRST PERSON DATA	1A. FIRST NAME				1B. MIDDLE					
	1C. CURRENT LAST				1D. LAST NAME AT BIRTH (IF DIFFERENT THAN 1C)					
	2. DATE OF BIRTH (MM/DD/CCYY)		3. STATE/COUNTRY OF BIRTH		4. #PREV. MARRIAGES/SRDP		5A. LAST MARRIAGE/SRDP ENDED BY: <input type="checkbox"/> DEATH <input type="checkbox"/> DISSO <input type="checkbox"/> ANNULMENT <input type="checkbox"/> TERMSRDP <input type="checkbox"/> N/A		5B. DATE ENDED (MM/DD/CCYY)	
	6. ADDRESS			7. CITY		8. STATE/COUNTRY		9. ZIP CODE		
	10A. FULL BIRTH NAME OF FATHER/PARENT				10B. STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)					
	11A. FULL BIRTH NAME OF MOTHER/PARENT				11B. STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)					
<input type="checkbox"/> Groom <input type="checkbox"/> Bride SECOND PERSON DATA	12A. FIRST NAME				12B. MIDDLE					
	12C. CURRENT LAST				12D. LAST NAME AT BIRTH (IF DIFFERENT THAN 12C)					
	13. DATE OF BIRTH (MM/DD/CCYY)		14. STATE/COUNTRY OF BIRTH		15. #PREV. MARRIAGES/SRDP		16A. LAST MARRIAGE/SRDP ENDED BY: <input type="checkbox"/> DEATH <input type="checkbox"/> DISSO <input type="checkbox"/> ANNULMENT <input type="checkbox"/> TERMSRDP <input type="checkbox"/> N/A		16B. DATE ENDED (MM/DD/CCYY)	
	17. ADDRESS			18. CITY		19. STATE/COUNTRY		20. ZIP CODE		
	21A. FULL BIRTH NAME OF FATHER/PARENT				21B. STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)					
	22A. FULL BIRTH NAME OF MOTHER/PARENT				22B. STATE OF BIRTH (IF OUTSIDE U.S. ENTER COUNTRY)					
AFFIDAVIT	WE, THE UNDERSIGNED DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT WE ARE UNMARRIED AND THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF. WE FURTHER DECLARE THAT NO LEGAL OBJECTION TO THE MARRIAGE NOR TO THE ISSUANCE OF A LICENSE IS KNOWN TO US. WE ACKNOWLEDGE RECEIPT OF THE INFORMATION REQUIRED BY FAMILY CODE SECTION 358 AND HEREBY APPLY FOR A LICENSE AND CERTIFICATE OF MARRIAGE.									
	23. SIGNATURE OF PERSON LISTED IN FIELDS 1A-1D				24. SIGNATURE OF PERSON LISTED IN FIELDS 12A-12D					

## Witness Section

Public License Only  
26A – 27C

WITNESS(ES) (ONE REQUIRED, NO MORE THAN TWO ALLOWED)	26A. SIGNATURE OF WITNESS				26B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY)			
	26C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE							
	27A. SIGNATURE OF WITNESS				27B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY)			
	27C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE							

o The witness(es) should be able to sign and print their name and enter their address.



U.S. PO Box or business address may be used.

o There is no age restriction to be a witness.

o One witness is required. No more than two are allowed.

## Officiant Section

Public License  
28A – 29E

Confidential License  
27A – 28E

CERTIFICATION OF PERSON SOLEMNIZING MARRIAGE	I, THE UNDERSIGNED, DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE-NAMED PARTIES WERE JOINED BY ME IN MARRIAGE IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA. NOTE: THE MARRIAGE CEREMONY MUST TAKE PLACE IN THE STATE OF CALIFORNIA.							
	28A. DATE OF MARRIAGE (MM/DD/CCYY)				28B. CITY/TOWN OF MARRIAGE		28C. COUNTY OF MARRIAGE	
	29A. SIGNATURE OF PERSON SOLEMNIZING MARRIAGE				29B. RELIGIOUS DENOMINATION (IF CLERGY)			
	29C. NAME OF PERSON SOLEMNIZING MARRIAGE (TYPE OR PRINT CLEARLY)				29D. OFFICIAL TITLE			
	29E. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE							

o Enter the date of the ceremony with the format MM/DD/YYYY.

o Enter the city/town and county where the ceremony was held. If at a remote place, enter the name of the city that would provide postal service if there was a home or business located there.

o Sign and print your name and enter your complete mailing address.

o If a member of the clergy, enter your religious denomination or write “nondenominational”. If it doesn’t apply, enter a single dash ( - ).

o Enter your official title. This is the title that gives the authority to solemnize the marriage. If deputized for the day, enter “Deputy Commissioner of Marriage.”

## New Names Section

This section is completed by the Clerk’s Office at the couple’s first visit.

NEW NAMES (IF ANY)	NEW MIDDLE AND LAST NAME OF PERSON LISTED IN 1A-1D (IF ANY) FOR USE UPON SOLEMNIZATION OF THE MARRIAGE (SEE REVERSE FOR INFORMATION)					
	30A. FIRST – MUST BE SAME AS 1A		30B. MIDDLE		30C. LAST	
NEW NAMES (IF ANY)	NEW MIDDLE AND LAST NAME OF PERSON LISTED IN 12A-12D (IF ANY) FOR USE UPON SOLEMNIZATION OF THE MARRIAGE (SEE REVERSE FOR INFORMATION)					
	31A. FIRST – MUST BE SAME AS 12A		31B. MIDDLE		31C. LAST	

If left blank, please DO NOT write in this section. Doing so will invalidate the license, incurring additional costs to purchase a duplicate license.