



Marriage Officiant Instructions

A marriage officiant is a person who performs a marriage ceremony. 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 25B.

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 becoming 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.** If it is a public license, return it to the County Recorder's office. If it is a confidential license, return it to the County Clerk's office.

Instructions to Complete the Marriage License

Witness Section Public License Only 26A – 27C

WITNESSES (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	

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.

- 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.
- There is no age restriction to be a witness.
- 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 (U) BE THE PERSON(S) WHO APPEARED BEFORE ME		
	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.		
	27A. DATE OF MARRIAGE (MM/DD/CCYY)	27B. CITY OF MARRIAGE	27C. COUNTY OF MARRIAGE
	28A. SIGNATURE OF PERSON SOLEMNIZING MARRIAGE	28B. RELIGIOUS DENOMINATION (IF CLERGY)	
	28C. NAME OF PERSON SOLEMNIZING MARRIAGE (TYPE OR PRINT CLEARLY)	28D. OFFICIAL TITLE	
	28E. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE		

NEW MARRIAGE AND LAST NAME OF PERSON LISTED IN 27A TO BE ENTERED UPON SOLEMNIZATION OF THE MARRIAGE (SEE REVERSE FOR INFORMATION)

- Enter the date of the ceremony with the format MM/DD/YYYY.
- 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.
- Sign and print your name and enter your complete mailing address.
- If a member of the clergy, enter your religious denomination or write “non-denominational”. If it doesn’t apply, enter a single dash (-) or “N/A”.
- 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”.

Important Things to Remember

- Use black or blue permanent ink. Avoid erasable ink pens and pencils.
- Stay within each box. Avoid crossing the lines.
- Use English language alphabetical characters only.
- 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 may be required to purchase a duplicate license to correct it.