



Instructions for the person performing the marriage ceremony

COMPLETING THE MARRIAGE LICENSE

Prior to performing a ceremony, the person solemnizing the marriage must verify the couple possesses a valid, unexpired California marriage license.

- ✓ Please complete in dark ink, preferably black. **Do not use** gel pens, erasable pens or pencils.
- ✓ All information must be legible.
- ✓ Make **NO ALTERATIONS, ERASURES, STRIKEOVERS OR WHITEOUTS** on the marriage license.
- ✓ Licenses with coffee or visible stains are not acceptable for registration
- ✓ Licenses deemed unacceptable for registration will result in a **\$36.00** duplicate license fee.(family code 360)
- ✓ **All signatures must fit within box** (FIELDS 26A, 27A & 29A)

WITNESS-Required Information (Public Marriage License Only)

1. Signature of 1st witness (FIELD 26A)
2. Printed name of 1st witness (FIELD 26B)
3. Address of first witness (FIELD C)
4. Signature of 2nd witness (FIELD 27A)
5. Printed Name of 2nd witness (FIELD 27B)
6. Address of 2nd witness (FIELD 27C)

WITNESSES (ONE REQUIRED, NO MORE THAN TWO ALLOWED)	26A. SIGNATURE OF WITNESS ① <i>George Washington Smith</i>	26B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY) ② George Washington Smith
	26C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE ③ 987 Real Way, Santa Barbara, CA 93101	
	27A. SIGNATURE OF WITNESS ④ <i>Anna Eleanor Johnson</i>	27B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY) ⑤ Anna Eleanor Johnson
	27C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE ⑥ 246 Dream Road, Goleta, CA 93117	

CERTIFICATION OF PERSON SOLEMNIZING MARRIAGE

7. Enter **date** ceremony was performed in the following format: **MM/DD/YYYY (FIELD 28A)**
8. Enter **city or town** where ceremony was performed (Do not list landmarks, wineries or park names) If the ceremony is conducted outside of city limits, enter nearest city or town. **(FIELD 28B) DO NOT ABBREVIATE**
9. Enter **county** where ceremony was performed. **(FIELD 28C) DO NOT ABBREVIATE**
10. **Signature of person** performing ceremony **(FIELD 29A)**
11. Enter your **denomination** or non-denominational or the name of the online service you were ordained by. *California judges or officiants authorized by a government entity may enter a single dash (-).* **(FIELD29B)**
12. Enter your **full name.** **(FIELD29C)**
13. Enter your **official title** (Priest, Rabbi, Reverend, Minister, Deputy Commissioner of Civil Marriages, etc.) **(FIELD 29D)**
14. Enter your **full mailing address** including city, state & zip code. **(FIELD29E)**

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 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) ⑦ 02/14/2013	28B. CITY/TOWN OF MARRIAGE ⑧ San Luis Obispo	28C. COUNTY OF MARRIAGE ⑨ San Luis Obispo
	29A. SIGNATURE OF PERSON SOLEMNIZING MARRIAGE ⑩ <i>Benjamin Franklin</i>	29B. RELIGIOUS DENOMINATION (IF CLERGY) ⑪ NON-DENOMINATIONAL	
	29C. NAME OF PERSON SOLEMNIZING MARRIAGE (TYPE OR PRINT CLEARLY) ⑫ Benjamin Franklin	29D. OFFICIAL TITLE ⑬ MINISTER	
	29E. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE ⑭ 135 Remedy Way, Goleta, CA 93117		

WHAT NOT TO DO ON THE MARRIAGE LICENSE

We cannot accept licenses containing ALTERATIONS, ERASURES, or STRIKEOVERS.

1. DO NOT SIGN OUT SIDE OF THE BOX

All fields must be readable/legible

2. DO NOT ABBREVIATE

County and city must be spelled out

CERTIFICATION SOLEMNIZING MARRIAGE	1. 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 ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA. NOTE: THE MARRIAGE CEREMONY MUST TAKE PLACE IN THE STATE OF CALIFORNIA.		
	2A. DATE OF MARRIAGE (MM/DD/YYYY)	28B. CITY/TOWN OF MARRIAGE	28C. COUNTY OF MARRIAGE
	2A. SIGNATURE OF PERSON SOLEMNIZING MARRIAGE	28B. 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		

Handwritten entries: 01/17/2015, Pismo Beach, SLO, John Hancock, 123 Sidewinder Street, Amitytown, CA 92205

3. DO NOT WRITE OVER OR CROSS OUT ANYTHING

Even if it seems legible, if it looks altered in any way, the license will be rejected and a duplicate license will be issued.

LIC MORE ED CAN TWO REQUIRE	25E. MARRIAGE LICENSE NUMBER	25F. COUNTY OF ISSUE	25G. RETURN COMPLETED MARRIAGE LICENSE TO (INCLUDE ADDRESS):
	77161	SAN LUIS OBISPO	1055 Monterey St, D120 San Luis Obispo CA 93408
	26A. SIGNATURE OF WITNESS	26B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY)	
	26A. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE	26B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY)	
	27A. SIGNATURE OF WITNESS	27B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY)	
	27A. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE	27B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY)	
	27C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE		

Handwritten entries: Jane Smith, John Smith, 1488 La Puerta Rd, Los Osos, CA 93402, 1557 P. BOX 1234, Arroyo Grande CA 93421

4. DO NOT WRITE IN THESE FIELDS (30A through 32C)

They are prefilled in at the time the license is issued or are for our office use only. If you write in these spaces, the license will be rejected and a duplicate will be issued.

NEW NAMED (IF ANY)	NEW FIRST 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
	31A. FIRST - MUST BE SAME AS 12A	31B. MIDDLE	31C. LAST
LOCAL REGISTRAR	32A. NAME OF LOCAL REGISTRAR	32B. SIGNATURE OF CLERK OR DEPUTY CLERK	32C. DATE ACCEPTED FOR REGISTRATION

Handwritten entries: MARY, ALICE, SMITH, TOMMY GONG

WHAT TO DO AFTER TURNING IN THE MARRIAGE LICENSE:

The \$100.00 licensing fee **DOES NOT** include copies of your marriage record. Licensing fees collected are for recordation and historical maintenance of your marriage record. Once the license is processed and recorded you may request a certified copy. Normal processing time is approximately 2 days. If the license is rejected for any of the above-listed errors, processing times could increase significantly.

In-person: You may request a copy in our office via the star icon on any of our public computers.

Mailed, faxed, or emailed requests: Request forms are located on our website: www.slovote.com Click on Forms then scroll down to Copy Requests. Requests received via mail, fax, or email must include a Notary Acknowledgment (see form for details). If paying by credit card, please also include a signed Credit Card Authorization form (there is an additional \$1.49 processing fee).