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

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 officers 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)
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

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.

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).