



COUNTY OF SAN LUIS OBISPO  
OFFICE OF THE CLERK-RECORDER

County Clerk-Recorder

CEREMONY APPOINTMENT RESERVATION

CREDIT CARD AUTHORIZATION FORM

Credit Cards Accepted: Visa, MasterCard, Discover

I hereby authorize the Office of the County Clerk-Recorder to charge the following credit card for the non-refundable marriage ceremony reservation fee. I understand this fee will not be returned to me if I cancel, request to re-schedule with less than 24hrs notice, or re-schedule my appointment more than once. I understand this fee is not applied to the cost of the ceremony. This form can be delivered to our office by emailing [marriages@co.slo.ca.us](mailto:marriages@co.slo.ca.us) or faxing to 805-781-1111. If not received within 24 hours after scheduling an appointment, the will be canceled.

Ceremony Date \_\_\_\_\_

Ceremony Time \_\_\_\_\_

Name of applicant \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Card Holder Information:

Name as it appears on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_ / \_\_\_\_  
(mm/yy)

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder's Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(mm/dd/yyyy)

**\*\* \$1.49 service charge fee per transaction \*\***

*Note: This credit card authorization form will be kept on file for 60 days from the date of service. Any disputed charges in conjunction with this request, shall be made within 45 days from the date of service.*

OFFICE USE ONLY  
RECEIPT #: \_\_\_\_\_