

# CONFIDENTIAL MARRIAGE LICENSE

## TO: PERSON PERFORMING THE CEREMONY

Please review the marriage license prior to the ceremony. You should confirm that you are performing the ceremony on or after the date shown in Item **25A**, and on or before the date shown in Item **25B**.

Any person who solemnizes a marriage without first reviewing the marriage license is guilty of a misdemeanor (Penal Code Section 360).

Make **NO ALTERATIONS, ERASURES, STRIKE OVERS, OR WHITE OUT** on the marriage license. Licenses received with alterations, erasures, strike overs, whiteout, etc., will be returned and an Affidavit for a duplicate marriage license will have to be obtained, for a fee of **\*\$25.00**, by the person who performed the ceremony.

**ALL SECTIONS** on the marriage license must be completed in **permanent black ink**, ballpoint pen preferred.

**No witnesses to the ceremony are required, nor are they allowed to sign on the confidential marriage license.**

In addition, no particular form for the ceremony of marriage is required for solemnization of the marriage, however, the parties ***shall declare in the physical presence of the person solemnizing the marriage and necessary witnesses***, that they take each other as spouses (Family Code Section 420(a)).

**Items 27A through 28E are to be completed by you. Do not omit any information. The information required is as follows:**

**Item 27A** - Enter the date of the marriage ceremony. Enter as **MM/DD/CCYY**.

**Item 27B** - Enter the **city or town** where the marriage ceremony took place.

**Item 27C** - Enter the **county** where the marriage ceremony took place, i.e., Alameda, Marin.

**Item 28A** - **Sign your usual signature.**

**Item 28B** - **A CLERGY PERSON SHOULD ENTER HIS/HER RELIGIOUS DENOMINATION;  
NON-DENOMINATIONAL MAY ALSO BE ENTERED;  
NON-CLERGY AND COMMISSIONERS SHOULD ENTER A DASH (-);**

***Persons registered with an online organization, should enter the organization's full name, i.e., Universal Life Church, American Marriage Ministries, etc.***

**Item 28C** - **Type or print your name.**

**Item 28D** - Type or print your **official title** (this is the title that gives you the legal authority to perform the marriage as listed in Family Code Sections 400-402);

***For online organizations, enter "Minister" (only).***

**Item 28E** - Insert your Address, City, State and ZIP.

**Mail the original license within TEN DAYS (10) of the date of the ceremony to the SF County Clerk's Office at the address shown in Item 25G on the license.**

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## **TO: PROSPECTIVE COUPLE**

You do not need to have any witnesses present at your ceremony when using the confidential marriage license, nor are witness(es) allowed to sign the marriage license.

You must present your marriage license to a person **AUTHORIZED TO SOLEMNIZE MARRIAGES**, such as a Judge, Clergy person, or Deputy Commissioner as listed in Family Code Sections 400-402.

You are **NOT MARRIED** UNTIL A MARRIAGE CEREMONY is performed. Ceremony must be in California. The marriage license is valid for **NINETY DAYS (90)**. You must be married before the expiration date shown on the license or the license will be void.

Make **NO ALTERATIONS, ERASURES, STRIKE OVERS, OR WHITE OUT** on the marriage license. If there is an error on your marriage license, a duplicate marriage license will have to be obtained, for a fee of **\*\$25.00**, by the person who performed the ceremony.

Prior to the ceremony, if the marriage license is **LOST, DESTROYED, OR ALTERED**, you must purchase a new license and pay the full fee of **\*\$112.00**.