



**OFF-SITE CEREMONY REQUEST FORM**

**Arrangements cannot be made unless a marriage license is obtained from or a domestic partnership registration filed with San Francisco County.**

DATE REQUEST BEING MADE: \_\_\_\_\_

<b>1<sup>st</sup> PERSON'S NAME:</b> _____  <b>ADDRESS:</b> _____ _____  <b>PHONE NUMBER:</b> _____  <b>EMAIL ADDRESS:</b> _____	<b>2<sup>nd</sup> PERSON'S NAME:</b> _____  <b>ADDRESS:</b> _____ _____  <b>PHONE NUMBER:</b> _____  <b>EMAIL ADDRESS:</b> _____
<b>CEREMONY DAY</b> (must be weekend or City holiday)  <div style="display: flex; justify-content: space-around;"> <span><b>SATURDAY</b></span> <span><b>SUNDAY</b></span> </div> <b>HOLIDAY:</b> _____	<b>CEREMONY DATE:</b> _____  <b>CEREMONY TIME:</b> _____  <b>NUMBER OF GUESTS:</b> _____
<b>CEREMONY LOCATION ADDRESS**</b> (must be in San Francisco)  _____ _____  <div style="display: flex; justify-content: space-around;"> <span><b>INDOOR</b></span> <span><b>OUTDOOR</b></span> </div>	<b>PREFERRED ATTIRE FOR COMMISSIONER/CLERK</b> (circle one)  <div style="display: flex; justify-content: space-around;"> <span><b>ROBE(BLACK)</b></span> <span><b>PROFESSIONAL ATTIRE</b></span> </div>
<b>*Fee: \$293.00 (*subject to change)</b> <b>\$143 non-refundable fee payable to: SF County Clerk at time of submitting this request form</b> <b>\$150 CASH balance paid to the Marriage Commissioner/Deputy County Clerk on the day of the ceremony</b>	
<b>FOR OFFICE USE:</b>  <b>*NON-REFUNDABLE \$143 FEE PAID:</b> _____ <div style="display: flex; justify-content: space-around;"> <span>DATE</span> <span>RECEIPT #</span> </div> <b>TYPE:</b> <b>PUBLIC ML</b> <b>CONFIDENTIAL ML</b> <b>DOMESTIC PARTNERSHIP</b>  <b>MARRIAGE COMMISSIONER/DDC:</b> _____	

\*\* City Hall closed Saturdays, Sundays & Holidays.