



**COUNTY OF SAN DIEGO**  
Ernest J. Dronenburg, Jr.  
San Diego Recorder/County Clerk  
PO Box 121750, San Diego, CA 92112-1750  
(619) 237-0502  
www.sdarcc.com



## **DEPUTY MARRIAGE COMMISSIONER FOR A DAY** **INFORMATION PACKET & APPLICATION BY MAIL**

Couples with a valid marriage license can make their special day even more memorable by choosing a friend or relative to be deputized to perform their wedding ceremony at their chosen venue. The San Diego County Deputy Marriage Commissioner for a Day program is a unique and beautiful way for a couple to celebrate their wedding day. Applications for an appointment as a Deputy Marriage Commissioner for a Day should be submitted at least one month before the ceremony date.

### **Requirements for Deputy Marriage Commissioner Appointment:**

1. Confirm with your couple that they will/or have already purchased their marriage license and that their ceremony will take place in California.
2. You must submit the required notarized application by mail at least 1 month in advance to receive the commission and instructions on time for the ceremony.
3. You must be at least 18 years of age. (California Family Code 400)
4. Cost is \$80.00 payable by check or money order.
5. The marriage license must be purchased by the couple **before** the ceremony can take place.

### **Procedure for By-Mail application:**

1. Please review page 2 and complete application on page 3.
2. You must complete the Oath or Affirmation form on page 4 in the presence of a Notary and have your signature **notarized**.
3. Mail pages 3 and 4 **back to us** with a check or money order made payable to:  
San Diego County Clerk  
PO BOX 121750  
San Diego, CA. 92112-1750
4. The application will be reviewed and a packet will be mailed to you with your commission certificate, instructions on how to complete the marriage license and a sample of wedding vows.
5. Please return the completed marriage license to the County Clerk within 10 days after the ceremony for recording in a timely manner.
6. If you have any further questions, please contact the San Diego County Clerk's Office at (619) 237-0502 or email ARCCSDMarriageHelp.FGG@sdcounty.ca.gov for assistance.



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**INSTRUCTIONS FOR THE CEREMONY AND COMPLETION OF THE MARRIAGE LICENSE**

A Deputy Commissioner of Civil Marriages may solemnize one marriage under the direction of the Commissioner of Civil Marriages and under ALL of the following conditions and limitations. Please read these instructions **before** performing the ceremony.

- The marriage may only be solemnized on the dates specified on the face of the appointment and Oath of Office form. The parties to the marriage must present a marriage license to the deputy prior to the ceremony as stated in Family Code 421. Solemnizing a marriage without first being presented with a marriage license, willfully making a false return of any marriage license or pretend marriage license to the county clerk is guilty of a misdemeanor under Penal Code Section 360.
- DO NOT use whiteout, correction fluid, or make ANY changes or corrections if a mistake has been made. The license CANNOT be recorded if altered in any way. If there is a mistake, please notify the County Clerk when returning the license. A duplicate license must be issued for an additional fee of \$34.00.
- Using **DARK (black or blue)** ink, the deputy MUST fill in the following on the license: the date and place of the solemnization (ceremony), his/her signature and printed name, title, and address.
- Since this is a civil commission there is no religious denomination, therefore enter one dash mark – in the field requesting religious denomination. The title should be printed in as **Deputy Marriage Commissioner**.
- The deputy MUST have at least one witness sign, but NO MORE than two, on a “Non-Confidential Marriage License”. Witnesses are not required for a “Confidential Marriage License”.
- No specific vows are required for the ceremony, but the parties **must** declare, in the presence of the deputy, that they take each other as spouses. The San Diego County Clerk has provided a sample of the civil marriage ceremony vows.
- When completed, the deputy MUST return the marriage license within 10 days of the ceremony for recording to the County Clerk. Failure to return a license for recording is a misdemeanor pursuant to Health and Safety Code 103785.
- The deputy shall not receive any money or anything of value for performing a marriage ceremony.

**California Family Code 421**

Before solemnizing a marriage, the person solemnizing the marriage shall require the presentation of the marriage license. If the person solemnizing the marriage has reason to doubt the correctness of the statement of facts in the marriage license, the person must be satisfied as to the correctness of the statement of facts before solemnizing the marriage. For this purpose, the person may administer oaths and examine the parties and witnesses in the same manner as the county clerk does before issuing the license.

**California Health and Safety Code 103785**

Every person who is required to fill out a certificate of birth, fetal death, or death, or marriage license and register it with the local registrar, or deliver it, upon request, to any person charged with the duty of registering it, and who fails, neglects, or refuses to perform that duty in the manner required by this part is guilty of a misdemeanor.

**California Penal Code 360**

Every person authorized to solemnize any marriage, who solemnizes a marriage without first being presented with the marriage license, as required by Section 421 of the Family Code; or who solemnizes a marriage pursuant to Part 4 (commencing with Section 500) of Division 3 of the Family Code without the authorization required by that part; or who willfully makes a false return of any marriage or pretended marriage to the recorder or clerk and every person who willfully makes a false record of any marriage return, is guilty of a misdemeanor.





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**DEPUTY MARRIAGE COMMISSIONER  
 OATH OR AFFIRMATION OF OFFICE**

I \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the  
Print or type name  
 Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Note: Your signature MUST be notarized if applying by mail. Notarization is NOT required if applying in person.*

**JURAT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the

(Name of Person Appearing)

person(s) who appeared before me, \_\_\_\_\_.

(Signature of Notary Public)

( Notary Seal)