



**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 IN PERSON**

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 what type of marriage license that they have already purchased and where the ceremony is to take place.
2. ~~At~~ The ceremony may take place anywhere in California
3. If you wish to be appointed as a Deputy Marriage Commissioner to perform a civil wedding ceremony for a friend or family member, you may appear in person with the completed application form and provide valid government issued photo identification to be sworn in.
4. If you cannot appear in person to be sworn in, you must submit the required notarized application by mail at least 1 month in advance in order to receive the commission and instructions on time for the ceremony.
5. You must be at least 18 years of age. (California Family Code 400)
6. Cost is \$80.00 payable with cash, check, or money order. Debit or credit payments are also available for an additional \$2.50 convenience fee.
7. The marriage license must be purchased by the couple **before** the ceremony can take place.

**Procedure for Applying In Person:**

1. Please review all pages. Complete all fields on page 2.
2. It is suggested that the applicant go at least one month in advance to any of our five offices, located in San Marcos, El Cajon, Kearny Mesa, Chula Vista or downtown San Diego with the completed "Deputy Marriage Commissioner for a Day" application available from our website at [www.sdarcc.com](http://www.sdarcc.com). All fields must be completed. Notarization is not required. We also have applications at the counter if needed.
3. When you are called to the clerk deputy's desk, they will review the application, swear you in, and issue the Deputy Marriage Commission. You will be given a short instruction on how to complete a marriage license properly. This commission is only good for the couple named on the application for the date listed.
4. The application will be reviewed and payment will be processed. You will then be given the oath of office, the commission certificate, and a packet with instructions and wedding vows. Please return the completed marriage license to the County Clerk within 10 days after the ceremony for recording in a timely manner.
5. If you have any further questions, please contact the San Diego County Clerk's Office at (619) 237-0502 for assistance.



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**APPLICATION IN PERSON**

**Please print or type clearly**

I hereby request appointment as a Deputy Marriage Commissioner for the following wedding:

- I am at least 18 years of age.
- I have not been convicted of a felony.
- I have been convicted of a felony (if marked, please explain on back of this form).

Title: Mr., Mrs., Miss, Ms. (circle one)

Applicant: \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_  
Street City State Zip

Daytime phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ Location: \_\_\_\_\_ County: \_\_\_\_\_

Name of first person: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Name of second person: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**Please read carefully**

I have read and received the above instructions and acknowledge that my powers as a deputy are expressly limited. By accepting this appointment I am subject to any applicable laws during the tenure of this appointment. No employment relationship is created by virtue of this appointment as a deputy commissioner of civil marriages to solemnize a marriage in California. Any injuries incurred during the private performance of marriage ceremonies will not be eligible for coverage under the County's worker's compensation program. I also understand that my performance of marriage ceremonies outside the County Clerk's Office is not a county activity and I, alone, will be responsible for any injuries I might cause to third parties and agree to indemnify and defend San Diego County and its County Clerk against any claims for injuries caused, or alleged to have been caused by my performance of the marriage ceremony.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



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**DEPUTY MARRIAGE COMMISSIONER FOR A DAY**  
**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 \$10.
- 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 particular form for the ceremony of marriage is required, 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.
- 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.