



Rebecca Martinez, County Clerk-Recorder and Registrar of Voters

TO: JUDGE, CLERGY PERSON, OR COMMISSIONER PERFORMING THE MARRIAGE CEREMONY (PUBLIC MARRIAGE LICENSE)

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.

The marriage officiant must be satisfied as to the correctness of the statement of facts **before** solemnizing the marriage. For this purpose, the officiant may administer oaths and examine the parties and witnesses in the same manner as the County Clerk does before issuing the marriage license (Family Code Section 421). Any person who solemnizes a marriage without first reviewing the marriage license is guilty of a misdemeanor (Penal Code Section 360).

If one or both of the parties to the marriage is 17 years of age or younger, the couple must possess a court order granting permission to marry. Effective January 1, 2019, the officiant must obtain a copy of this order prior to solemnizing the marriage and must submit this copy to the County Recorder along with the completed license (Family Code Section 423(b)).

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

Make NO ALTERATIONS, ERASURES, STRIKE OVERS, OR WHITE OUT on the marriage license. Licenses received with alterations, erasures, strike overs, white out, etc., will be returned and a duplicate license will have to be purchased by the person who performed the ceremony.

All sections on the marriage license must be completed in permanent dark ink. It is preferred that you use BLACK ink; however, Health & Safety Code Section 102130 only requires that the license be photographically and micrographically reproducible. Licenses received that contain ink that is not photographically and micrographically reproducible will be returned to the officiant and a duplicate license will need to be purchased by the person who performed the ceremony.

Items 26A through 27C are to be completed by the witness(es) to the marriage ceremony. Only one witness is required; however, two witnesses may sign if necessary. There is no age restriction for a witness; however, they should be old enough to sign their name and understand they are witnessing a marriage. Witnesses may use a street address, business address, or a U.S. PO Box when completing Items 26B or 27B.

Items 28A through 29E are to be completed by you. Do not omit any information. The information required is as follows:

Item 28 – Enter the date of the marriage ceremony. Enter as MM/DD/YYYY

Item 28B – Enter the city or town where the marriage ceremony took place.

Item 28C – Enter the county where the marriage ceremony took place.

Item 29A – Sign your usual and customary signature.

Item 29B – A clergy person (minister/pastor/etc.) should enter his/her religious denomination. Non-denomination may also be entered. Non-clergy and commissioners should enter a dash (-). Do not leave blank.

Item 29C – Type or print your name.

Item 29D – 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).

Item 29E – Insert your address, city, state and Zip. You may use a street address, business address, or a U.S. PO Box.

Mail or deliver the original license within 10 days of the date of the ceremony to the County Recorder at the address shown in Item 25G on the license. Do not return to either party of the couple to return.

COUNTY CLERK-RECORDER & REGISTRAR OF VOTERS

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