



**JORDAN Z. MARKS**  
Recorder/County Clerk  
County of San Diego  
PO Box 121750, San Diego, CA 92112-1750  
(619) 237-0502  
[www.sdarcc.gov](http://www.sdarcc.gov)



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

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 must be submitted before the ceremony date. If applying by mail, the application should be submitted at least one (1) month before the ceremony.

### **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 within ninety (90) days.
2. If filing in person, you will be required to provide government issued photo identification when being sworn in at the office. **If filing by mail, you must submit the completed application with required notarized portion and payment by mail at least one (1) month in advance to receive the commission certificate and instructions on time for the ceremony.**
3. You must be at least eighteen (18) years of age. (California Family Code 400)
4. Cost is \$115.00 payable by cash, check or money order, or credit/debit card. An additional \$2.50 surcharge is applicable for card payments.
5. The marriage license must be purchased by the couple **before** the ceremony can take place.

### **Procedure for Applying in Person:**

1. Please review page 2 for instructions and complete application on page 3.
2. Application can be filed at any of our office locations (San Marcos, Santee, Chula Vista, or downtown San Diego).
3. The staff will review your application. They will administer the oath, provide a receipt, issue commission certificate, give instructions on how to complete the marriage license and provide a sample of the wedding vows.
4. This commission is only valid for the couple named on the application and for the date listed.
5. Following the ceremony, promptly return the completed marriage license to the Recorder/County Clerk's office. To ensure timely registration, please submit the license within ten (10) days.
6. If you have any further questions, please contact the Recorder/County Clerk's Office at (619) 237-0502 or email [ARCCSDMarriageHelp.FGG@sdcounty.ca.gov](mailto:ARCCSDMarriageHelp.FGG@sdcounty.ca.gov) for assistance.

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

1. Please review page 2 for instructions and complete application on page 3.
2. You must complete the Oath or Affirmation of Office form on page 4 in the presence of a Notary and have your signature **notarized**.
3. Mail pages 3 and 4 **at least one (1) month in advance**. Enclose a check or money order made payable to San Diego Recorder/County Clerk. Send the application to the following address:  
*San Diego Recorder/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 receipt, commission certificate, instructions on how to complete the marriage license and a sample of the wedding vows.
5. Following the ceremony, promptly return the completed marriage license to the Recorder/County Clerk's office. To ensure timely registration, please submit the license within ten (10) days.
6. If you have any further questions, please contact the Recorder/County Clerk's Office at (619) 237-0502 or email [ARCCSDMarriageHelp.FGG@sdcounty.ca.gov](mailto: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 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 Recorder/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 \$79.00.
- Using **DARK (black or blue)** ink, the deputy MUST fill in the following on the license: the date and place of the solemnization (ceremony), their 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 ten (10) days of the ceremony for registration to the Recorder/County Clerk. Failure to return a license for registration 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 FOR A DAY  
APPLICATION**

**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.

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 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 \_\_\_\_\_

State of California  
 County of San Diego

Subscribed and sworn to before me on

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

BY: \_\_\_\_\_  
 (Signature of Deputy Clerk)

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*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 \_\_\_\_\_

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)