



Instructions for the person performing the marriage ceremony

COMPLETING THE MARRIAGE LICENSE

Prior to performing a ceremony, the person solemnizing the marriage must verify the couple possesses a valid, unexpired California marriage license.

- ✓ Please complete in dark ink, preferably black. **Do not use** gel pens, erasable pens or pencils.
- ✓ All information must be legible.
- ✓ Make **NO ALTERATIONS, ERASURES, STRIKEOVERS OR WHITEOUTS** on the marriage license.
- ✓ Licenses with coffee or visible stains are not acceptable for registration
- ✓ Licenses deemed unacceptable for registration will result in a **\$40.00** duplicate license fee.(family code 360)
- ✓ **All signatures must fit within box** (FIELDS 26A, 27A & 29A)

WITNESS-Required Information (Public Marriage License Only)

1. Signature of 1st witness (FIELD 26A)
2. Printed name of 1st witness (FIELD 26B)
3. Address of first witness (FIELD C)
4. Signature of 2nd witness (FIELD 27A)
5. Printed Name of 2nd witness (FIELD 27B)
6. Address of 2nd witness (FIELD 27C)

WITNESSES (ONE REQUIRED, NO MORE THAN TWO ALLOWED)	26A. SIGNATURE OF WITNESS ① <i>George Washington Smith</i>	26B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY) ② George Washington Smith
	26C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE ③ 987 Real Way, Santa Barbara, CA 93101	
	27A. SIGNATURE OF WITNESS ④ <i>Anna Eleanor Johnson</i>	27B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY) ⑤ Anna Eleanor Johnson
	27C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE ⑥ 246 Dream Road, Goleta, CA 93117	

CERTIFICATION OF PERSON SOLEMNIZING MARRIAGE

7. Enter **date** ceremony was performed in the following format: **MM/DD/YYYY (FIELD 28A)**
8. Enter **city or town** where ceremony was performed (Do not list landmarks, wineries or park names) If the ceremony is conducted outside of city limits, enter nearest city or town. **(FIELD 28B) DO NOT ABBREVIATE**
9. Enter **county** where ceremony was performed. **(FIELD 28C) DO NOT ABBREVIATE**
10. **Signature of person** performing ceremony **(FIELD 29A)**
11. Enter your **denomination** or non-denominational or the name of the online service you were ordained by. *California judges or officiants authorized by a government entity may enter a single dash (-).* **(FIELD29B)**
12. Enter your **full name.** **(FIELD29C)**
13. Enter your **official title** (Priest, Rabbi, Reverend, Minister, Deputy Commissioner of Civil Marriages, etc.) **(FIELD 29D)**
14. Enter your **full mailing address** including city, state & zip code. **(FIELD29E)**

CERTIFICATION OF PERSON SOLEMNIZING MARRIAGE	I, THE UNDERSIGNED, DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE ABOVE-NAMED PARTIES WERE JOINED BY ME IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA. NOTE: THE MARRIAGE CEREMONY MUST TAKE PLACE IN THE STATE OF CALIFORNIA.		
	28A. DATE OF MARRIAGE (MM/DD/CCYY) ⑦ 02/14/2013	28B. CITY/TOWN OF MARRIAGE ⑧ San Luis Obispo	28C. COUNTY OF MARRIAGE ⑨ San Luis Obispo
	29A. SIGNATURE OF PERSON SOLEMNIZING MARRIAGE ⑩ <i>Benjamin Franklin</i>	29B. RELIGIOUS DENOMINATION (IF CLERGY) ⑪ NON-DENOMINATIONAL	
	29C. NAME OF PERSON SOLEMNIZING MARRIAGE (TYPE OR PRINT CLEARLY) ⑫ Benjamin Franklin	29D. OFFICIAL TITLE ⑬ MINISTER	
	29E. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE ⑭ 135 Remedy Way, Goleta, CA 93117		

WHAT NOT TO DO ON THE MARRIAGE LICENSE

We cannot accept licenses containing ALTERATIONS, ERASURES, or STRIKEOVERS.

1. DO NOT SIGN OUT SIDE OF THE BOX

All fields must be readable/legible

2. DO NOT ABBREVIATE

County and city must be spelled out

LICENSATION CERTIFICATION SOLEMNIZING	I, THE UNDERSIGNED, DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT THE ABOVE-NAMED PARTIES WERE JOINED BY ME IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA. NOTE: THE MARRIAGE CEREMONY MUST TAKE PLACE IN THE STATE OF CALIFORNIA.		
	28A. DATE OF MARRIAGE (MM/DD/YYYY) 01/17/2015	28B. CITY/TOWN OF MARRIAGE Pismo Beach	28C. COUNTY OF MARRIAGE SLO
	29A. SIGNATURE OF PERSON SOLEMNIZING MARRIAGE <i>[Signature]</i>		29B. RELIGIOUS DENOMINATION (IF CLERGY)
	29C. NAME OF PERSON SOLEMNIZING MARRIAGE (TYPE OR PRINT CLEARLY) John Hancock		29D. OFFICIAL TITLE
	29E. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE 123 Sidewinder Street, Amitytown, CA 92205		

3. DO NOT WRITE OVER OR CROSS OUT ANYTHING

Even if it seems legible, if it looks altered in any way, the license will be rejected and a duplicate license will be issued.

LICENSATION CERTIFICATION SOLEMNIZING	25E. MARRIAGE LICENSE NUMBER 77161	25F. COUNTY OF ISSUE SAN LUIS OBISPO	25G. RETURN COMPLETED MARRIAGE LICENSE TO (INCLUDE ADDRESS): 1055 Monterey St, D120 San Luis Obispo CA 93408
	26A. SIGNATURE OF WITNESS <i>[Signature]</i>	26B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY) Jane Smith	
	26C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE 1488 La Puerta Rd, Los Osos, CA 93402		
	27A. SIGNATURE OF WITNESS <i>[Signature]</i>	27B. NAME OF PERSON WITNESSING MARRIAGE (TYPE OR PRINT CLEARLY) John Smith	
27C. ADDRESS, CITY, STATE/COUNTRY, AND ZIP CODE 1557 P. BOX 1234, Arroyo Grande CA 93421			


4. DO NOT WRITE IN THESE FIELDS (30A through 32C)

They are prefilled in at the time the license is issued or are for our office use only. If you write in these spaces, the license will be rejected and a duplicate will be issued.

NEW NAMES (IF ANY)	NEW FIRST AND LAST NAME OF PERSON LISTED IN 1A-1D (IF ANY) FOR USE UPON SOLEMNIZATION OF THE MARRIAGE (SEE REVERSE FOR INFORMATION)		
	30A. FIRST - MUST BE SAME AS 1A -	30B. MIDDLE -	30C. LAST -
	NEW MIDDLE AND LAST NAME OF PERSON LISTED IN 12A-12D (IF ANY) FOR USE UPON SOLEMNIZATION OF THE MARRIAGE (SEE REVERSE FOR INFORMATION)		
LOCAL REGISTRAR	31A. FIRST - MUST BE SAME AS 12A MARY	31B. MIDDLE ALICE	31C. LAST SMITH
	32A. NAME OF LOCAL REGISTRAR TOMMY GONG		32B. SIGNATURE OF CLERK OR DEPUTY CLERK BY ▶
	32C. DATE ACCEPTED FOR REGISTRATION		

WHAT TO DO AFTER TURNING IN THE MARRIAGE LICENSE:

The \$100 licensing fee **DOES NOT** include copies of your marriage record. Licensing fees collected are for recordation and historical maintenance of your marriage record. Once the license is processed and recorded you may request a certified copy. Normal processing time is 2 days or less. If license is rejected for any of the above listed errors, processing time could increase significantly. Certified copies are \$15.00 each. See below options for requesting a certified copy.

In Person: You may request a copy in either of our offices via the  icon on any of our public use computers.

Mailed or faxed requests: Request forms are located on our website: www.slovote.com Click on **Forms** then scroll down to **Copy Requests**. Requests received via mail or fax must include a Notary acknowledgement (See form for details). If paying by credit card, please also include a signed Credit Card Authorization form (There is an additional \$1.49 processing fee for credit card orders).