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COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

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PLACER COUNTY CLERK-RECORDER TO THE PERSON SOLEMNIZING THE MARRIAGE

Please review the marriage license prior to the ceremony to confirm that the license has not expired. For the license to be valid, the ceremony must be performed on or after, the date shown in box 25A, and on or before the date shown in box 25B. Do not perform the ceremony if the date of the ceremony will be after the date shown in box 25B.

The County Clerk-Recorder's office would like to assist you in the correct completion of the marriage license. If, after reading the following instructions, you have any questions, please contact us directly.

PLACER COUNTY CLERK-RECORDER (530) 886-5600

When presented with a marriage license, please observe the following:

- ✓ Type or legibly print using dark ink (preferably black)
- ✓ No write overs, correction tape or fluid, line throughs, erasures, or other alterations are acceptable
- ✓ No damage is acceptable such as stains, tears, holes, or staples
- ✓ All information and signatures must fit into the appropriate fields
- ✓ No extraneous marks or pictographs (e.g., an "x" by a signature field, heart, smiley face, etc.)
- ✓ Do not write outside the field boundaries or highlight any area
- ✓ **Failure to meet these requirements could result in a duplicate license being issued and will delay registering the license; the fee for a duplicate license is \$28.00.**

A public marriage license requires at least one, and no more than two, witnesses. The person solemnizing the marriage has the authority to complete the required printed information for the witnesses:

- ✓ Box 26A/27A – Witness signature – Must be fully contained within the box
- ✓ Box 26B/27B – Full printed name of witness
- ✓ Box 26C/27C – Witness complete address, including zip code
- ✓ If a second witness is not available, enter a dash (-) in fields 27A – 27C

A confidential marriage license does not require any witness information or signature.

For ALL marriage licenses, as the person solemnizing the marriage, you are responsible for completing the following information:

- ✓ Date of Marriage - MM/DD/CCYY (if a different format is used leave as is)
- ✓ City or Town where the ceremony was performed
- ✓ County where the ceremony was performed
- ✓ Signature of person solemnizing marriage
- ✓ Religious denomination of person solemnizing marriage – nondenominational and interdenominational are acceptable. For civic titles (e.g., Deputy Marriage Commissioner, Judge, Mayor, etc.) enter a dash in this field
- ✓ Name of person solemnizing marriage
- ✓ Official title of person solemnizing marriage (e.g., Minister, Priest, Reverend, Deputy Commissioner, Judge, Mayor, etc.)
- ✓ Full mailing address of person solemnizing marriage

Per Family Code 359(e), the person solemnizing the marriage must return the marriage license within 10 days of the ceremony to:

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AUBURN, CA 95603**