

INSTRUCTION PACKET
ONLINE ORDINATION - MINISTER PACKET
PUBLIC LICENSE

Congratulations on becoming an ordained online Minister. The ceremony may be performed anywhere in California unless it is a Confidential Marriage License which can only take place in the county the license was purchased in.

Prior to the ceremony, the couple **must** present you with a valid marriage license, either a Public or Confidential license. Please verify that the license has not expired, box number 25B. Attached are instructions for completing both a public and confidential marriage license. Because it is illegal to make corrections to any mistakes on a vital statistics document, we suggest that all necessary information, except the signatures, be completed on the license before the excitement of the ceremony. If a mistake is made, you as the officiant must file for a duplicate license for a \$56.00 fee.

You, as the Minister/Officiant are responsible for returning the license within ten days from the date of the ceremony, Family Code Sections 422 and 423. You will use the return envelope that was provided to the couple when they bought their license and return it for registration and/or recording to the **county where it was purchased**. If no envelope is available, please return the license, with a request to forward it, to:

Public marriage license is sent to: Marin County Recorder's Office
P.O. Box C
San Rafael, CA 94913

Confidential marriage license is sent to: Marin County Clerk Office
P. O. Box C
San Rafael, CA 94913

Also attached is a copy of a standard civil ceremony. You may use or rewrite the enclosed ceremony, or use one of your own choosing. **The only requirement is that the parties declare in the presence of the person solemnizing the marriage that they take each other as husband and wife or spouse.** The final paragraph of the ceremony sounds official but is not necessary for legality.

Should you have any questions regarding the ceremony or the completion of the license, please feel free to contact this office at (415) 499-6152 between 9:00 and 4:00, weekdays.

Attachments

SAMPLE MARRIAGE CEREMONY

We are gathered here in the presence of witnesses for the purpose of uniting in matrimony _____ and _____.

I remind you both to remember that love, loyalty and understanding are the foundations of a happy and enduring home.

No other human ties are more tender and no other vows more important than those you now assume. If you both keep these vows, your home will be happy and full of joy.

(Please join hands)

The contract of marriage is most solemn and is not to be entered into lightly, both thoughtfully and seriously, and with a deep realization of its obligations and responsibilities.

Do you, _____, take, _____, to be your lawful wedded spouse?

Do you, _____, take, _____, to be your lawful wedded spouse?

Do you both understand that you will be lawfully wedded?

You will be lawfully wedded to have and to cherish each other from this day forward, for better or for worse, for richer or for poorer, in sickness and in health, and in love.

(To party giving ring)

Place the ring on the ring finger of _____'s left hand and repeat after me:

This ring I thee give, in token and pledge of my constant faith and abiding love. With this ring I thee wed.

(Repeat for double ring ceremony)

Now that you have joined yourselves in solemn matrimony, may you strive all your lives to meet this commitment with the same love and devotion that you now possess.

By virtue of the authority vested in me as a Minister I now pronounce you married under the laws of the state of California.

INSTRUCTIONS FOR COMPLETING
PUBLIC LICENSE AND CERTIFICATE OF MARRIAGE

ALL ENTRIES MUST BE MADE IN BLACK INK AND BE LEGIBLE - make no erasures, white-outs, or other alterations.

Prior to the ceremony, verify the following:

Box 25B - The license has not expired.

First witness information:

Box 26A - Signature

Box 26B – Name of the witness (to be entered by officiant).

Box 26C – Full address of the witness.

Second Witness information, not required, but if available:

Box 27A - Signature

Box 27B - Name of the witness (to be entered by officiant)..

Box 27C - Full address of the witness.

Ceremony Information:

Box 28A – Date of marriage.

Box 28B - City where the ceremony was performed. (or nearest town, no landmark or park name)

Box 28C – County where the ceremony was performed

Box 29A – Signature of person performing the ceremony.

Box 29B – Type or print the name or initials of the organization that authorized your ordination or you may choose to write in Non-Denominational.

Box 29C - Type or print your name as it appeared in Box 29A.

Box 29D – Minister or Reverend **(Do not use any other title you may have).**

Box 29E - Provide your **complete** mailing address: number and street name or P.O.
Box number, city, appropriate abbreviation for the state and zip code.

DO NOT WRITE IN ANY OTHER BOX ON THE LICENSE.

INSTRUCTIONS FOR COMPLETING
CONFIDENTIAL LICENSE AND CERTIFICATE OF MARRIAGE

ALL ENTRIES MUST BE MADE IN BLACK INK AND BE LEGIBLE - make no erasures, white-outs, or other alterations.

Prior to the ceremony, verify the following:

Box 25B - The license has not expired.

No witnesses are required for a Confidential Marriage Ceremony

Ceremony Information:

Box 27A – Date of marriage.

Box 27B - City where the ceremony was performed. (or nearest town, no landmark or park name)

Box 27C – County where the ceremony was performed

Box 28A – Signature of person performing the ceremony.

Box 28B – Type or print the name or initials of the organization that authorized your ordination or you may choose to write in Non-Denominational.

Box 28C - Type or print your name as it appeared in Box 29A.

Box 28D – Minister or Reverend **(Do not use any other title you may have).**

Box 28E - Provide your **complete** mailing address: number and street name or P.O.
Box number, city, appropriate abbreviation for the state and zip code.

DO NOT WRITE IN ANY OTHER BOX ON THE LICENSE.

IMPORTANT MESSAGE TO THE OFFICIANT/PERSON SOLEMNIZING THE WEDDING

YOU ARE BEING GIVEN THIS ORIGINAL MARRIAGE LICENSE/CERTIFICATE TO COMPLETE. PLEASE READ THE INFORMATION ON THIS SHEET & THE INFORMATION ON THE BACK OF THE LICENSE/CERTIFICATE.

USE **BLACK INK** TO FILL OUT THE FORM. PLEASE FILL OUT CAREFULLY.

DO NOT CROSS OUT, ADD TO, WHITE OUT, CHANGE OR ALTER IN ANY WAY INFORMATION ALREADY ON THE LICENSE OR INFORMATION THAT IS FILLED OUT BY YOU OR THE WITNESSES.

THE MARRIAGE LICENSE/CERTIFICATE IS A LEGAL DOCUMENT AND WILL BE REJECTED FOR REGISTRATION BY THE RECORDER'S/CLERK'S OFFICE IF IT CONTAINS ANY ERRORS OR ALTERATIONS.

IF THERE ARE ERRORS OR ALTERATIONS, YOU, AS THE OFFICIANT, WILL BE REQUIRED TO COMPLETE AN AFFIDAVIT PROVIDED BY THE CLERK'S OFFICE, ALONG WITH **A \$56 FEE TO SECURE A DUPLICATE LICENSE** FOR RECORDING (SEE FAMILY CODE SECTIONS 350 AND 510). INFORMATION ABOUT THE WITNESSES (NAMES & ADDRESSES) IS TO BE PROVIDED BY YOU, AS WELL. THANK YOU.

OTHER IMPORTANT INFORMATION FOR THE OFFICIANT

- No colored ink such as gold, silver, pink, purple etc. Must be done in dark blue, black ink or typed.
- On a Public Marriage License there can only be two witnesses **DO NOT** try to squeeze a third or fourth person in.
- No tracing over if the pen fails.
- No initialing mistakes. You will need to go to the clerk's office to obtain a duplicate at a fee of \$56.
- Try to keep signatures inside boxes. If any information in any of the other boxes are covered the license could be rejected by either the Recorder's Office or the Clerk's Office.
- On a Confidential Marriage License you are responsible for filling out boxes 27A through 28E. **DO NOT** enter information in any other box.
- On a Public Marriage License you are responsible for filling out boxes 26A through 29E. **DO NOT** enter information in any other box