



SANTA BARBARA COUNTY OFFICE OF JOSEPH E. HOLLAND
CLERK, RECORDER AND ASSESSOR – REGISTRAR OF VOTERS

APPLICATION FOR APPOINTMENT OF DEPUTY MARRIAGE COMMISSIONER FOR A DAY

APPLICANT MUST APPEAR IN PERSON TO BE SWORN IN
PLEASE MAKE PAYMENT OF THE \$51.00 PROCESSING FEE PAYABLE TO THE CLERK RECORDERS OFFICE

ORDAINED INDIVIDUALS ARE NOT REQUIRED TO APPLY AS DEPUTY MARRIAGE COMMISSIONERS

Ceremony Information		
Date	Location – State (must take place in California)	Location – County
FIRST PARTY Information		
First	Middle	Last
Daytime Phone Number		Email Address
SECOND PARTY Information		
First	Middle	Last
Daytime Phone Number		Email Address

Marriage License Information		
Type of Marriage License Issued to the first/second party		
<input type="checkbox"/> Regular/Public Marriage License	<input type="checkbox"/> Confidential/Non-Public Marriage	<input type="checkbox"/> Minor Marriage License
State Issuing Marriage License: (must be issued in California for appointment to be granted)		
County Issuing Marriage License:		

Applicant Information			
First	Middle	Last	
Daytime Phone Number	Date of Birth (must be 18 or older)	Email Address	
Mailing Address			
City		State	Zip
Why do you want to be appointed a Deputy Marriage Commissioner for a Day?			
“I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.”			
Date		Signature of Applicant	

Website Address: WWW.SBCRECORDER.COM
Santa Barbara Office (805) 568-2250 Fax (805) 568-2266

The Santa Barbara County Clerk-Recorder is designated as the Commissioner of Civil Marriages for Santa Barbara County. As the Commissioner of Civil Marriages, the **Clerk-Recorder may appoint individuals as Deputy Civil Marriage Commissioners** in order to marry specific couples (pursuant to California Family Code Section 401(a) & (b) and County Code Section 2-10.7, pursuant to Government Code 26861). This means that your friend or family member may be appointed as a Deputy Civil Marriage Commissioner for a Day and perform your marriage.

If you are currently an 'ordained officiant' (minister, priest, etc.) anywhere, there is no need to complete an application for appointment as a Deputy Marriage Commissioner of Civil Marriages for a Day; you are already 'ordained' and eligible to solemnize/marry/conduct a marriage in Santa Barbara County.

Applicants must complete an Application for Appointment of Deputy Marriage Commissioner of Civil Marriages for a Day and submit to the Clerk-Recorder's Office. Applicants must apply for Commissioner Appointment at any of the Clerk-Recorder's Office locations.

Applicant Requirements:

The person wishing to be appointed as a Deputy Civil Marriage Commissioner for a Day must:

- **Be 18 years and older.**
- **Appear in person** for swearing in
- **Show valid photo ID**, such as a driver's license or passport is required to verify age and identity
- **Appointment fee** is \$51.00. Payment can be made by cash, personal check, cashier's check, travelers cheques, money order, Visa, MasterCard, or Discover card. (We do not accept American Express).

Other Requirements:

- Applicable to all:
 - Marriage License must be issued by the State of California
 - Applicants need not reside in Santa Barbara County
 - Applicants need not be legal residents or legal citizens, even though applicant for Commissioner must sign an oath supporting and defending the Constitution of the United States and the Constitution of the State of California
- Applicable to all Marriage Licenses:
 - Ceremony must be conducted in the State of California
 - Ceremony may take place anywhere in the State of California
 - Applicant may obtain Deputy Marriage Commissioner of Civil Marriages for a Day status from Santa Barbara County yet perform the ceremony in another County within the State of California

The applicant must come to the Clerk-Recorder's Office for swearing in and to receive a short instructional speech and informational packet. The packet includes a sample of both types of marriage licenses, instructions for completing a marriage license, a sample marriage ceremony, and policies on performing civil marriage ceremonies. The applicant is then a Deputy Civil Marriage Commissioner able to marry the couple indicated on the certificate, on the day indicated on the certificate.

On the day of the ceremony, the applicants must provide the Deputy Civil Marriage Commissioner a valid Marriage License and the Deputy Civil Marriage Commissioner must complete the license appropriately.

There are two minimum legal requirements for performing the ceremony. The Deputy Civil Marriage Commissioner must:

1. Have the couple state that they take each other as Married Spouses
2. State "By the virtue of the authority vested in me as a Commissioner of Civil Marriages, I now pronounce that you are MARRIED."

If you have additional questions, send an email to Clk-RecHelpDesk@co.santa-barbara.ca.us or call (805) 568-2250 for the Santa Barbara office or (805) 346-8370 for the Santa Maria office.

JOSEPH E. HOLLAND
County Clerk, Recorder and Assessor
Registrar of Voters



Hall of Records
1100 Anacapa St.
Santa Barbara, CA 93101

Mailing Address:
PO Box 159
Santa Barbara, CA 93102

MELINDA GREENE
Chief Deputy Clerk-Recorder

**COUNTY CLERK, RECORDER AND ASSESSOR
CLERK-RECORDER DIVISION**

CLERK-RECORDER CREDIT CARD AUTHORIZATION FORM

VISA/MASTERCARD/DISCOVER ONLY
NO AMERICAN EXPRESS

I hereby authorize the Office of the County Clerk-Recorder to charge the following credit card for payment of requested service:

Applicant Name: _____

Phone #: (_____) _____

Cardholder (name as appears on credit card): _____

Credit Card Number: _____ **Exp Date:** ____ / ____
(American Express Not Accepted)

Address: _____

City: _____ **State:** _____ **Zip:** _____

Cardholder Phone Number: (_____) _____

Cardholder Signature: _____ **Date:** ____ / ____ / ____

Note: This credit card authorization form will be kept on file for 60 days from date of service. Any disputed charges made in conjunction with this request, shall be made within 45 days from date of service.

<p>OFFICE USE ONLY</p> <p>Transaction #: _____</p>
