



# HUMBOLDT COUNTY CLERK / RECORDER

825 FIFTH STREET  
EUREKA, CA 95501  
(707)445-7593

---

## MARRIAGE OFFICIANT INSTRUCTIONS

---

### Public Marriage License

---

You, the Marriage Officiant, must be presented with two forms:

1. A valid California "License and Certificate of Marriage"
2. 'MARRIAGE OFFICIANT INSTRUCTIONS' (This form).

Please review the marriage license prior to the ceremony. Any person who solemnizes a marriage without first reviewing the marriage license is guilty of a misdemeanor (Penal Code Section 360)

The marriage Officiant must be satisfied as to the correctness if the statement of facts **before** solemnizing the marriage.

---

#### Your attention is required to ensure acceptance of the license.

- Type or print legibly.
- Use permanent **DARK** ink only. It is preferred that you use BLACK ink, however the ink used must be photographically and micrographically reproducible, or the license will be rejected. (Health and Safety Code Section 102130).
- **DO NOT ALTER, ERASE, STRIKE OVER, OR USE WHITE OUT** on the marriage license. Licenses received with alterations, erasures, strike overs, white out, etc., will be rejected.

If the license is rejected, you, the person who performed the ceremony, will have to pay an **additional fee of \$27.00** for the purchase of a duplicate license.

**Item's 25A-25B:** You are to confirm these items.

**Item 25A :** You are performing the ceremony *on or after* the date shown.

**Item 25B :** You are performing the ceremony *on or before* the date shown.

**Item's 26A-27C:** Please have witnesses complete this portion.

- Make sure that their signatures and addresses are legible.
- Only one witness is required; however two witnesses may sign.
- There is not age restriction for a witness (Evidence Code Section 700); however they should be old enough to sign their name and understand they are witnessing a marriage.
- Witnesses may use a street address, business address, or a U.S. P.O. Box when completing Items 26B or 27B.

**Item's 28A-29E:** You are to complete these items.

**Item 28A:** Use the numerical method (**MM/DD/CCYY**) when entering the date of marriage.

**Reminder:** Use all four digits for the year and not just the last two digits.

**Item 28B:** If the ceremony did not take place in a city or town, e.g., a California State Park, a beach, a redwood grove, use the nearest city or town when completing the item.

**Item 28C:** Enter the County where the marriage ceremony took place.

**Item 29A:** Sign your usual and customary signature.

**Item 29B:**

- If you are a member of the clergy, **enter your religious denomination.**
- If you are Non-Denominational, enter "**Non-Denom**".
- If you have been sworn in for one day, enter a dash: "-".

**Item 29C: ONLY enter your legal name.**

**Item 29D: Enter your official title.** (Anything other or In Addition to the title will be rejected.)

If you have been sworn in for one day, enter "**Dep Comm of Marr**".

**Item 29E: Enter your Address, City, State and ZIP.** You may use a street address, business address, or a U.S. P.O. Box.

---

Once the ceremony has been performed, the wedding officiant must mail or deliver the license within 10 days to:

HUMBOLDT COUNTY RECORDER  
Attn: VITAL RECORDS  
825 FIFTH STREET  
EUREKA, CA 95501

If you have any questions, PLEASE don't hesitate to call us at (707)445-7382 or toll free at (888)486-2732.

## MARRIAGE OFFICIANTS

Persons (18 years of age or older) Authorized to Solemnize Marriages (Family Code Section 400 (a))	Persons <u>Not</u> Authorized to Solemnize Marriages
Priest, minister, rabbi, or authorized person of any religious denomination authorized by his/her denomination to solemnize marriages	
Religious leaders, Shaman, and/or Medicine Man	
Captains, Salvation Army Officers, Lt. Colonels, and Colonels	Ship captains
Out-of-state and out-of-country priests, ministers, or clergy persons	
Retired priests and ministers	
Family Code Section 402	
County licensed officials of a nonprofit religious institution that are registered with the Secretary of State to solemnize marriages of persons who are affiliated with or are members of the religious institution. The licensee shall possess the degree of doctor of philosophy and must perform religious services or rites for the institution on a regular basis.	
Family Code Sections 400 (b) and 401	
California state judges and retired state judges	California State Bar court judges, judges from other state court systems, and judges pro tem
Current federal judge or magistrate or federal judge or magistrate who has resigned from office	Federal or State Administrative Law Judges
U.S. Supreme Court justice or retired justice	Out-of-state justice of the peace
Judge or retired judge of a court of appeals, district court, or a court created by an act of congress	
Judge or retired judge of a bankruptcy court or tax court	Workers Compensation judge (state or federal)
United States magistrate or retired magistrate	Administrative Tribunals or Administrative Law Judges
Legislator of this state: <ul style="list-style-type: none"> <li>• Member and former members of Congress who represents a district within this state</li> </ul> Elected and former members of the California Assembly or Senate	Out-of-state legislators
Constitutional officer of this state: <ul style="list-style-type: none"> <li>• Governor and Lieutenant Governor</li> <li>• Secretary of State</li> <li>• Controller</li> <li>• Treasurer</li> <li>• Attorney General</li> <li>• Insurance Commissioner</li> <li>• Superintendent of Public Instruction</li> </ul>	Out-of-state constitutional officers
Current or formerly elected officials of a city, county, or city and county that were elected by the public through the voting process, i.e. general or special election. This may include mayors, county sheriff, board of supervisors, county supervisors, board of equalization, etc. (statewide)	Out-of-state mayors and county supervisors
City clerk of a charter city, while that person holds office	Out-of-state city clerks
Commissioner, retired commissioner or assistant commissioner of a court of record of this state (CA Supreme Court, Court of Appeals, and Superior Courts)	Out-of-state-commissioners
Deputy City Clerks	Out-of-state city clerks
Deputy Commissioners	Out-of-state deputy commissioners
County Clerk	
<b>NOTE:</b> Persons listed in Family Code Section 400 (b) may not accept compensation for solemnizing a marriage while holding office and may not solemnize a marriage if they have been removed from office due to committing an offense or have been convicted of an offense that involves moral turpitude, dishonesty or fraud.	