

## Deputy Commissioner for a Day Instructions (California Civil Code Section 4205.1)

**A deputy commissioner of civil marriages may solemnize one marriage under the direction of the commissioner of civil marriages and under the following limitations and conditions.**

1. The marriage may be solemnized only on the date specified on the face of the Appointment and Oath of Office form.
2. The parties to the marriage must present a marriage license to the deputy prior to the ceremony. The deputy shall check the type of license (confidential marriage ceremonies must be performed in the county of issue) and expiration date (licenses are valid for 90 days from the date of issue).
3. No particular form for the ceremony of marriage is required, but the parties must declare, in the presence of the deputy, that they take each other as spouses.
4. Using **black ink**, the deputy shall enter upon the license the date and place of the solemnization, his/her signature and typed or printed name, title (Deputy Commissioner of Civil Marriages printed as Dep Com Civ Mar), and address. **Do not use correction fluid or make any changes or corrections. If you make a mistake do NOT attempt to correct it.** The license cannot be recorded if altered in any way.
5. The deputy shall have at least one witness (there is room on the license for two witnesses) to the ceremony sign the license and enter their address, **using black ink. NOTE:** Witnesses are not necessary for a confidential marriage.
6. Thus completed, the deputy shall return the standard marriage license to the county recorder of the county in which the license was issued within **10 days** of the ceremony. Confidential licenses are to be returned to the County Clerk.
7. The deputy shall issue an ornamental certificate to the couple along with the copy of the ceremony.
8. The deputy shall not accept any money or anything of value for performing a marriage ceremony.
9. Solemnizing a marriage without first being presented with a marriage license, willfully making a false return of any marriage license or pretended marriage license to the recorder or clerk or failing to file the license within **10 days** of the marriage, is a misdemeanor under Penal Code Section 360.

I have read and received the above instructions and acknowledge that my powers are expressly limited.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature