

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.** (If your computer system allows you to save data typed in the application, you may submit the application via email to [Clk-RecHelpDesk@co.santa-barbara.ca.us](mailto:Clk-RecHelpDesk@co.santa-barbara.ca.us)). Applicants may apply for Commissioner Appointment at any of the three Clerk-Recorder's Office locations. **Make sure application is submitted to the Office location you will physically appear in for completing the process.**

#### **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 \$44.00 for any marriage occurring on a Saturday, Sunday, or Federal Holiday; Appointment fee is \$127.00 for any marriage occurring on any non-Federal Holiday, Monday through Friday. Payment can be made by cash, personal check, cashier's check, travelers cheques, money order, Visa, MasterCard, or ATM/Debit card. (We currently do not accept American Express). A \$1.00 credit card convenience fee will be charged.

#### **Other Requirements:**

- Applicable to all:
  - 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 Public 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
- Applicable to Confidential Marriage Licenses:
  - Ceremony must be conducted in the State of California
  - Ceremony must be conducted in the County which issued the license
  - Applicant may obtain Deputy Marriage Commissioner of Civil Marriages for a Day status from Santa Barbara County but only perform the ceremony in the County which issued the license

**Once an application is approved the applicant must come to (or return 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 now 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](mailto:Clk-RecHelpDesk@co.santa-barbara.ca.us) or call (805) 568-2250.