

# Deputy for a Day Procedures

## How do I apply for Deputy for a Day?

You must complete an application, pay the fee, and be given the oath. You can either print the application from our website and bring it into our office or you can come into our office and complete one. You must appear in person to be given the oath and deputized.

You must include the following information before we can process your application:

- Full names of the couple to be married
- Date of ceremony
- City and county of ceremony
- County where marriage license was/will be purchased

Our office will review your application, collect the fee, and give you instructions about how to complete the license after you perform the ceremony. After we provide you with instruction, we will give you the oath. At that time, you will be deputized to perform a civil marriage ceremony.

## What are my responsibilities?

You must review the license before performing the ceremony according to California Penal Code 360, or be guilty of a misdemeanor. You may perform the ceremony when the following requirements are met:

- The marriage license is in your presence
- The issue date must be on or before date of marriage
  - Box 28A (Public) or 27A (Confidential)
- The date of marriage must be no later than expiration date (Box 25B)

Within 10 days after the ceremony has been performed, it is your personal responsibility to return the completed marriage license to the Recorder's Office, 1450 Court Street, Suite 208A, Redding, CA 96001.

## You may encounter two types of marriage licenses:

**Public Marriage License** - If the couple purchased a public marriage license in California, you may perform the ceremony anywhere in California. At least one witness, other than you, must be present and sign the license. As the officiant, you cannot be the witness. A public marriage license requires a minimum of four people: Fiancé 1, Fiancé 2, Officiant (you), and a witness.

**Confidential Marriage License** - If the couple purchased a confidential marriage license in California, you may perform the ceremony anywhere in California and witnesses are not required to be at the ceremony, although they are allowed. A confidential marriage license only requires three people: Fiancé 1, Fiancé 2, and Officiant (you).

## The Ceremony

There are no specific requirements for the content of the ceremony except that the parties shall declare, on your physical presence and the physical presence of any necessary witnesses that they take each other as spouses. Family Code 420.

Please feel free to call the office, 530-225-5730, if you have any questions.