



SONOMA COUNTY

Clerk-Recorder-Assessor

<http://sonomacounty.ca.gov/cra>

COUNTY CLERK-RECORDER
DIVISION
585 Fiscal Dr., Rm. 103
Santa Rosa, CA 95403
Tel: (707) 565-3800
Fax: (707) 565-3905

REQUEST FOR APPOINTMENT AS A DEPUTY MARRIAGE COMMISSIONER FOR A DAY

(Please note: Class size is limited. In order to prepare the documentation, requests must be received at least two business days prior to the date of the training class.)

Please Print or Type

Date: _____

Information regarding person requesting appointment as a Deputy Marriage Commissioner for a Day:

Full Name: _____

Street Address: _____

City, State, Zip: _____

Daytime Telephone: _____

Email Address: _____

Information regarding the ceremony and parties to the marriage:

Full Name (first person to the marriage): _____

Full Name (second person to the marriage): _____

Date of Ceremony: _____

Location of Ceremony: _____

Include City/Town and County

Information regarding the date of the training class you will attend:

Enter requested class date (No more than 30 days before date of ceremony)

_____ Tuesday (3:00pm) **OR** _____ Friday (8:30am)

Your request must be received at least two business days prior to the date of the requested training class.

- Classes are held on Tuesdays at 3:00 pm and Fridays at 8:30 am. You will be notified by email or phone if we are unable to accommodate your request to attend the class listed above.
- Please arrive at least 15 minutes prior to your scheduled appointment time to ensure sufficient time for staff to collect the fee and administer the deputy oath of office.
- Training classes are typically 30 to 45 minutes long, and will include instructions on California's requirements for performing a marriage ceremony and correctly completing a marriage license.
- A fee of \$133.00 and valid, government-issued photo identification will be required at the time of your appointment. Payment can be made by cash, check or debit/credit card. (Please note: a \$2.50 convenience fee applies with use of a debit/credit card.)

Email this application to TheCountyClerk@sonoma-county.org or fax to (707) 565-3957