



CHUCK STOREY

Imperial County Clerk/Recorder

940 W. Main St., Suite 202, El Centro, CA 92243

Telephone: (442)265-1076 Fax: (442)265-1091 www.imperialcounty.org

OBTAINING A MARRIAGE LICENSE/CIVIL MARRIAGE CEREMONY

Requirements:

- Applicants must be at least 18 years old and unmarried.
- Applicants may complete the application online at <http://recorder.co.imperial.ca.us/clerkdocsinternet/> or in person at our office.
- To complete the application process, applicants are required to appear in person at the county office with valid photo identification (i.e. driver's license, passport, or Military I.D.).
- To expedite the identification process, it is recommended that both parties bring a certified copy of their birth certificate.
- **Fees:** Public marriage license is \$87.00 and Confidential marriage license is \$100.00 payable by cash, check, money order or credit/debit card. There will be an extra fee of \$2.50 per transaction. [No credit/debit card transactions after 4:00 p.m.]

To complete the application, applicants must provide:

- Parents' full names (as it appears on applicants' original birth certificate), including mothers' maiden name.
- The state or country in which their parents were born.
- If either applicant was previously married, the date the marriage ended [If previous marriage ended within the last 90 days, applicant must present the Final Divorce Decree].
- Applicants for a California marriage license may elect to change their middle or last name(s) by which they wish to be known as after the marriage. For more details/information, please visit our website at: https://recorder.imperialcounty.org/wp-content/uploads/2020/02/name_equality.pdf

Out of office ceremony information:

- The license is valid for a period of 90 days beginning from the date of issuance (applicants must have the ceremony within this 90 day period).
- The marriage ceremony may be performed anywhere in the State of California, but the marriage license must be **returned within 10 days** to the Imperial County Clerk/Recorders office for registration.
 - When completing the license, make NO ALTERATIONS, ERASURES OR STRIKE OVERS to the marriage license and DO NOT WHITE OUT ANY PART OF THE MARRIAGE LICENSE.

In office ceremonies:

- Ceremonies are available in our office Monday through Friday [by appointment only] for an additional fee of \$50.00, payable at the time the applicants purchase the license.
 - Morning: 9:00 a.m. 9:30 a.m. 10:30 a.m. 11:00 a.m.
 - Afternoon: 2:30 p.m. 3:30 p.m.
- The fee for a civil marriage ceremony is NON-REFUNDABLE and parties' may reschedule appointments if necessary. Parties must call at least 24 hours of the appointment in order to reschedule/cancel.
- The ceremony room accommodates six guests (including witnesses). **NO ONE UNDER THE AGE OF 18 permitted to enter the ceremony room.**
- **The day of the ceremony:**
 - Bring the marriage license
 - Arrive 15 minutes prior to scheduled time
 - Complete witness information
 - Rings are optional

Marriage certificate will be available for purchase 10 days after the Clerk/Recorders office has received the marriage license for registration (There is a fee of \$15.00 for each certified copy.)

***PLEASE NOTE: APPLICANTS MUST PURCHASE A MARRIAGE LICENSE PRIOR TO SCHEDULING THE CEREMONY.**