



**PETER ALDANA**  
**COUNTY OF RIVERSIDE**  
**ASSESSOR-COUNTY CLERK-RECORDER**  
[www.rivcoacr.org](http://www.rivcoacr.org)

**Assessor**  
(951) 955-6200

**County Clerk-Recorder**  
(951) 486-7000

**Mailing Address**  
P.O. Box 751  
Riverside, CA 92502-0751

## **IMPORTANT NOTICE**

# **READ THIS BEFORE COMPLETING MARRIAGE LICENSE**

**Marriage License is Only Valid for 90 Days from the Date of Issuance**

### **TO: PROSPECTIVE COUPLE**

1. This license is a permit to get married. You are not married unless a marriage ceremony is performed.
2. You must present this license to the person who will perform your marriage ceremony. The marriage ceremony must be performed **within 90 days** from the date of issuance.

### **TO: THE PERSON WHO IS PERFORMING THE CEREMONY**

1. **Print** all information, except where signatures are required, on the bottom portion of the license clearly – **Boxes 26B, 26C, 27B, 27C; 28A through 28C, 29B through 29E**. Signatures in boxes **26A, 27A, and 29A** need to be legible. Be sure to complete all requested information.
  2. Only one witness is required to sign the marriage license, however two may sign if available. A full address including city, state and zip code is required. P.O. boxes are acceptable, (pursuant to Assembly Bill 1102, effective 01/01/2007.)
  3. Date of marriage (**box 28A**) should be numbers only (Example: January 01, 2008 would be 01/01/2008). Always use two (2) digits for the month and day and four (4) digits for the year.
  4. **DO NOT** affix church seals to this document.
  5. **DO NOT** alter, erase, strikeover, use correction fluid, correctable tape, or write or type over pre-printed lettering on this document. All entries must be within the item boxes and not on or across the line of the form. If you make a mistake, **LEAVE IT**. If the mistake is just incorrect information, the Clerk's Office will do an amendment to correct the mistake. The fee for an amendment on a Confidential License is \$11.00. If you alter the license in any way, type over pre-printed lettering or across the lines, or print information in a signature box, or sign in an incorrect box, an amendment cannot be issued to correct the license, and a duplicate license will have to be issued at a cost of \$28.00. All fees shall be paid prior to the issuance of amendment or duplicate license.
  6. You must file this license within TEN (10) days of the date of the ceremony. **THIS IS YOUR RESPONSIBILITY– DO NOT GIVE THE COMPLETED LICENSE TO THE COUPLE TO FILE.**
  7. Couple will **not** be notified that their license has been registered. They do **not** automatically receive a certified copy. They must request and pay for a certified copy from the local registrar of marriages (County Recorder) in the county where the license was issued.
  8. Mail the completed license to:  
*ASSESSOR – COUNTY CLERK – RECORDER*  
Attn: Certified Section  
P.O. BOX 751  
RIVERSIDE, CA 92502-0751
- OR hand carry to:  
*ASSESSOR – COUNTY CLERK – RECORDER*  
2724 Gateway Drive  
Riverside, CA 92507  
Telephone: 951-486-7132

### **IMPORTANT NOTICE FOR DECLARED AND NON-CLERGY MARRIAGE LICENSES**

In the event the marriage license is lost, destroyed, or cannot be registered after the ceremony, e.g., whiteout, cross-outs, etc., a duplicate marriage license cannot be issued. For Non-Clergy licenses the couple would be required to go to court for a Court Order Delayed Certificate of Marriage or wait one year and purchase a License and certificate of Declaration of Marriage. For Declared licenses the couple would be required to go to court for a Court Order Delayed Certificate of Marriage.