



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

Verification of Incarceration in San Mateo County and Certificate of Intention

Complete one that best corresponds to your situation:

1. For the "Verification of Incarceration," the inmate will need a signature from a Sheriff's Dept. staff person.
2. **If both parties are incarcerated**, then the "Verification of Incarceration" and "Certificate of Intention" must be completed by each inmate.
3. The judge or minister completes the "Affidavit - Person Performing Ceremony."

The fiancé(e) who is not incarcerated and the minister/judge must take **all** forms to the County Clerk's Office. Please bring with you, \$80.00 cash or credit card for the confidential marriage license, a government issued picture I.D. (one for both parties) and the divorce papers if either party have been recently divorced within the last 6 (six) months.

The marriage license will only be surrendered to the minister/judge.

Purchase a certified copy of the marriage certificate.

After the ceremony, the completed marriage license must be returned to this office for recording. We can not create a certified copy if the marriage certificate is not returned. A certified copy for \$15.00 may be obtained from our office located at:

San Mateo County Assessor County Clerk-Recorder
555 County Center, 1st Flr.
Redwood City, CA 94063-1665

Please be prepared to show identification (driver's license, state I.D.).



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Verification of Incarceration in San Mateo County

☐ Check box if both parties are incarcerated and complete one form for each person.

To the County Clerk's Office:

I, _____
(Full Name of Incarcerated Applicant)

am unable to appear in the County Clerk's Office. I am presently incarcerated in the San Mateo County Jail:

(Name of Facility)

I give my fiancé(e), (Full Name) _____, my
consent to receive the confidential marriage license at the County Clerk's Office.

Respectfully,

Signature of both parties

Date

Sheriff's Dept. Use Only (Must be completed for acceptance.)

The above named person is presently housed in

Signature of a Law Enforcement Officer	Star (DEPUTY)	Date

SS-15A Verification of Incarceration