



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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Certificate of Intention

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

STATE OF CALIFORNIA
COUNTY OF SAN MATEO

ss. }

Bride/Groom

I, _____, of legal age do hereby declare:
(Full Name of Bride/Groom)

That I am presently incapacitated in, San Mateo County at: _____

That my fiancé(e) and I are getting married on: _____
Month Day Year

That because I am physically unable to appear before the County Clerk's Office to apply for a marriage license, I am consenting to and authorizing my said fiancé to obtain a confidential marriage license.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of my knowledge and belief.

Signature of Bride/Groom

Date

Groom/Bride

I, _____, of legal age do hereby declare:
(Full Name of Groom/Bride)

That I am the fiancé(e) of the above named person who is presently incapacitated in San Mateo County at:

That he/she is unable to appear before the County Clerk's Office to apply for a marriage license.

That we are getting married on: _____

The ceremony is to be performed by: _____
(Full Name of Minister/Judge)

That I am executing this affidavit for the purpose of obtaining a confidential marriage license.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct to the best of my knowledge and belief.

Signature of Groom/Bride

Date

SS-15B Certificate of Intention