



City of San Juan Capistrano  
Office of the City Clerk  
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San Juan Capistrano, CA 92675  
[cityclerk@sanjuancapistrano.org](mailto:cityclerk@sanjuancapistrano.org)  
[www.sanjuancapistrano.org/cityclerk](http://www.sanjuancapistrano.org/cityclerk)

## CIVIL MARRIAGE CEREMONY APPLICATION

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**NAMES AND CONTACT:** Provide names as they appear on Marriage License

**Spouse A:** \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Spouse B:** \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**DATE AND TIME REQUESTED FOR CEREMONY:**

\_\_\_\_\_

**MARRIAGE LICENSE ISSUE DATE:** Copy of license required to schedule ceremony

\_\_\_\_\_

**STANDARD VOWS:**

Prepared by the City Clerk

We will provide our own

**RING EXCHANGE DURING CEREMONY:**

Yes       No

**TOTAL NUMBER ATTENDING:** Approximate

\_\_\_\_\_

**WITNESS:** Confirm you have a witness attending

Yes       No

**PERMISSION TO USE PHOTO IN NEWSLETTER AND/OR SOCIAL MEDIA:**

Yes       No

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Upload the completed application with the marriage license on the appointment page  
[www.sanjuancapistrano.as.me/civilmarriage](http://www.sanjuancapistrano.as.me/civilmarriage)

## REQUIREMENTS TO PERFORM CIVIL MARRIAGE SERVICES

1. Couples must obtain a valid marriage license from the Orange County Clerk-Recorder Office prior to scheduling an appointment: [ocrecorder.com/services/marriage-services](http://ocrecorder.com/services/marriage-services)
2. Couples must complete a Civil Marriage Ceremony Application through the City Clerk's Office.
3. Couples are required to make a reservation for the ceremony no more than 90 days in advance.
4. Civil ceremonies will be limited to every other Friday, between the hours of 9:00 AM to 3:00 PM, as the City Clerk's schedule allows.
5. Civil ceremonies will only be conducted in the City Hall courtyard.
6. Couples must provide a valid government issued form of identification and original marriage license at time of appointment.
7. One witness to the marriage ceremony is required to sign the marriage license. If the couple does not bring a witness, a City staff member will be available to serve as witness.
8. Food, drinks and amplified sound is prohibited.
9. The ceremony procession may include vows, ring exchange and a proclamation.
10. The City Hall courtyard will not be available as a reception venue. Couples will receive information on how to reserve other City facilities to hold a reception.
11. The couple is responsible for filing the authenticated marriage license with the Orange County Clerk-Recorder's office.
12. There is no fee for the civil marriage ceremony services.