

**Tehama County Clerk & Recorder's Office  
633 Washington St., Room 11  
PO Box 250  
Red Bluff, CA 96080  
PHONE: (530) 527-3350  
FAX: (530) 527-1745**

**Request for appointment in Tehama County as a  
Deputy Marriage Commissioner for a Day**

**(Note: Class size is limited. In order to prepare the documentation, requests must be received  
at least two business days prior to the date of the training class)**

Date: \_\_\_\_\_ **PLEASE PRINT**

**Information regarding person requesting appointment as a Deputy Marriage Commissioner for a Day:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Information regarding the ceremony (Note: Parties MUST purchase their marriage license in Tehama County):**

Full Name of first person to the marriage: \_\_\_\_\_

Full Name of second person to the marriage: \_\_\_\_\_

Date of Ceremony: \_\_\_\_\_

Location of Ceremony: \_\_\_\_\_  
(Include City/Town & County)

**Information regarding the date of the training class you will attend:**

**Wednesday (3:00 p.m.)** \_\_\_\_\_ **OR Friday (3:00 p.m.)** \_\_\_\_\_  
Insert date (No more than 30 days before date of ceremony)                      Insert date (No more than 30 days before date of ceremony)

**YOUR REQUEST MUST BE RECEIVED AT LEAST TWO BUSINESS DAYS PRIOR to the date of the training class. Classes are held on Wednesdays at 3:00 p.m. & Fridays at 3:00 p.m. – You will be notified by e-mail or phone if we are unable to accommodate your request to attend the class listed above. Please arrive at least 15 minutes prior to your scheduled appointment time to allow time for the clerk to identify you, collect the fee, and administer & file the oath of office.**

Additional Requirements in order to be appointed as a Deputy Marriage Commissioner for a Day in Tehama County:

- **In all cases, parties to the marriage MUST purchase their marriage license in Tehama County.**
- Person being appointed to perform the ceremony must sign up to attend a training class, at which time you will be sworn in as a Deputy Marriage Commissioner for a Day & attend a 30 minute training class at the County Clerk's Office which will include instructions on California's requirements for performing a marriage ceremony. A fee of \$53.00 payable by cash or check, together with your valid photo identification will be required at the time of your appointment.

**Fax this request to the Tehama County Clerk's Office (530) 527-1745**