



**OFF-SITE CEREMONY REQUEST FORM**

**Arrangements cannot be made unless a marriage license is obtained from  
or a domestic partnership registration filed with San Francisco County**

**DATE REQUEST BEING MADE:** \_\_\_\_\_

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| <b>1<sup>st</sup> PERSON'S NAME:</b> _____<br><br><b>ADDRESS:</b> _____<br>_____<br><br><b>PHONE NUMBER:</b> _____<br><br><b>EMAIL ADDRESS:</b> _____  | <b>2<sup>nd</sup> PERSON'S NAME:</b> _____<br><br><b>ADDRESS:</b> _____<br>_____<br><br><b>PHONE NUMBER:</b> _____<br><br><b>EMAIL ADDRESS:</b> _____  |
| <b>CEREMONY DAY (must be weekend or City holiday)</b><br><br><div style="display: flex; justify-content: space-around;"> <span><b>SATURDAY</b></span> <span><b>SUNDAY</b></span> </div> <b>HOLIDAY:</b> _____  | <b>CEREMONY DATE:</b> _____<br><br><b>CEREMONY TIME:</b> _____<br><br><b>NUMBER OF GUESTS:</b> _____   |
| <b>CEREMONY LOCATION ADDRESS**</b><br>(must be in San Francisco)<br><br>_____<br>_____<br><br><div style="display: flex; justify-content: space-around;"> <span><b>INDOOR</b></span> <span><b>OUTDOOR</b></span> </div>  | <b>PREFERRED ATTIRE FOR COMMISSIONER/CLERK</b><br>(circle one)<br><br><div style="display: flex; justify-content: space-around;"> <span><b>ROBE(BLACK)</b></span> <span><b>PROFESSIONAL ATTIRE</b></span> </div> |
| <b>*Fee: \$321.00 (*subject to change)</b><br><b>\$171 non-refundable fee payable to: <u>SF County Clerk</u> at time of submitting this request form</b><br><b>\$150 <u>CASH</u> balance paid to the Marriage Commissioner/Deputy County Clerk on the day of the ceremony</b>  |  |
| <b>FOR OFFICE USE:</b><br><br><b>*NON-REFUNDABLE \$162 FEE PAID:</b> _____<br><div style="display: flex; justify-content: space-around;"> <span>DATE</span> <span>RECEIPT #</span> </div><br><b>TYPE:</b> <b>PUBLIC ML</b> <b>CONFIDENTIAL ML</b> <b>DOMESTIC PARTNERSHIP</b><br><br><b>MARRIAGE COMMISSIONER/DDC:</b> _____ |  |

**\*\* SF City Hall is closed Saturdays, Sundays & Holidays**