



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.).

