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State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

November 18, 2009

09-15

TO: COUNTY CLERKS
COUNTY RECORDERS

SUBJECT: MARRIAGE FORMS UPDATED PURSUANT TO AB 1143
(CHAPTER 512, STATUTES OF 2009)

Introduction

This All County Letter (ACL) forwards marriage license forms that have been revised based on Assembly Bill (AB) 1143 (Chapter 512, Statutes of 2009).

**Approved
Marriage
License
Forms**

Based on Health and Safety Code Section 102200, the Office of Vital Records (OVR) has approved the enclosed revised marriage license forms. These forms were developed in conjunction with input from the VISION Group, California Association of Clerks and Election Officials (CACEO) and County Records Association of California (CRAC).

Effective January 1, 2010, the attached revised marriage forms must be used.

OVR will also send all County Clerk offices a supply of the new paper marriage certificates for use beginning January 1, 2010.

MARRIAGE FORMS UPDATED

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Electronic Forms Approval Process

OVR approval to electronically produce these marriage forms must be obtained individually by each participating county. Any county that does not obtain approval to electronically produce the new forms must issue marriage licenses on paper forms provided by the state until approval is obtained.

The enclosed transmittal form should be used when forwarding electronically produced forms to the state office for approval. The electronically produced forms should be forwarded to the attention of the appropriate County Analyst.

Updated Handbook Pages

Revised pages to the Marriage Handbook will follow at a later date.

Questions

If you have any questions regarding this matter, please contact your County Analyst.

Original signed by:

Linette T Scott, MD, MPH
Deputy Director
Health Information and Strategic Planning

Enclosures

Protocol for Submitting Electronic Marriage Forms for Approval

Health and Safety Code Section 102200. Record Forms. The State Registrar shall prescribe and furnish all record forms for use in carrying out the purposes of this part, or shall prescribe the format, quality, and content of forms electronically produced in each county, and no record forms or formats other than those prescribed shall be used.

Pursuant to Health and Safety Code Section 102200, the only forms that may be electronically produced and used to license a marriage in California are state approved marriage license forms. Copies of the approved marriage license forms were revised pursuant to AB 1143 (Chapter 512, Statutes of 2009). Please take the following steps to proceed with approval to electronically produce the current forms:

PAPER SPECIFICATIONS

1. All marriage forms must be printed on white 28-pound ledger stock. The forms must be on acid-free archival paper.
2. Paper size is 8 ½" x 11".
3. Counties approved to produce forms electronically shall purchase the required paper stock identified above and distribute their own paper supplies.

FONTS AND DATA ELEMENTS

1. The size and type of fonts used must be in compliance with specifications set forth by the Office of Vital Records. Five to 12 point Arial fonts, as used on the enclosed forms, are required for the new marriage forms (Rev. 01/01/2010).
2. Strict adherence to the position layout of the data elements on the OVR forms is required.

SUBMISSION TO OVR FOR APPROVAL

1. After electronic systems have been programmed to print the new marriage forms, you must submit the attached transmittal sheet to OVR requesting state approval to electronically produce the new forms. Because the 2010 changes are minor, only one blank copy and one completed copy (data filled) of each marriage certificate must be submitted for approval. Also needed are copies of the Privacy Notification and Instructions and Information Sections that are on the backs of the certificates. This information may be provided for review by printing it on the backs of the appropriate certificates or on separate sheets of paper. Each county is responsible for ensuring that the certificate forms submitted for review have undergone inspection and quality control to

ensure that they are as nearly identical to the state forms as possible prior to submission.

2. OVR will review the marriage forms and, if acceptable, will grant authorization for the county to electronically produce the new forms.
3. If the marriage forms are not acceptable, OVR will advise of the changes that are required to make them acceptable. OVR will also request a copy of the corrected certificate(s) both data filled and blank, and those sections on the back (Privacy Notification and Instruction Section) that require a change. Once the forms are acceptable, OVR will respond as stated above in Item 2.
4. Duplicate Marriage Certificates. If your county plans on issuing Duplicate marriage certificates from your electronic system, you must also submit a data filled marriage certificate labeled "Duplicate" for approval. Please note that the word "Duplicate" may not obliterate the State File Number or Local Registration Number.

Please be aware that OVR will approve each county individually, rather than providing blanket approval for a vendor. It is the County's responsibility to work with their vendor to ensure that each form generated by the county is acceptable to OVR.

Transmittal Form for Electronically Produced Marriage Forms

To: Office of Vital Records – MS 5103
Policy, Compliance & Standards Unit
P.O. Box 997410
Sacramento, CA 95899-7410

Attention: _____
County Analyst

Approval is requested to electronically produce the following type of marriage certificate(s):

- License and Certificate of Marriage (VS 117)
- Confidential License and Certificate of Marriage (VS 123)
- License and Certificate of Declaration of Marriage (VS 116)
- License and Certificate of Marriage for Denominations Not Having Clergy (VS 115)
- Affidavit to Amend a Marriage Certificate (VS 24C)
- Duplicate Marriage Certificate

The attached marriage certificates have been electronically produced by:

(System Vendor)

I hereby certify that I have reviewed the certificate(s) for accuracy and it/they is/are an exact replica of the state issued form:

(Certifier's Name)

(Agency Name)

(Mailing Address)

(City, State, Zip Code)

(Telephone Number)

Attached are one blank copy of each type of marriage certificate and one completed copy (data filled) for each type of marriage certificate being requested for approval.