

**REQUIREMENTS AND PROCESS FOR
PERFORMING WEDDING CEREMONIES IN VIRGINIA**

OUT-OF-STATE CLERGY

Clergy from outside the Commonwealth of Virginia who wish to perform a wedding ceremony in Fairfax County, Virginia must receive authorization through the Circuit Court prior to performing the ceremony, pursuant to the Code of Virginia § 20-23.

The Circuit Court Clerk's office must receive the following to initiate the authorization process:

1. A complete and notarized petition (see below), which can be filled in online and printed. Please use the print button on the PDF form and not the Windows print button.
2. A copy of the minister's ordination certificate or local religious license. If a certificate of ordination is not available, a notarized letter stating when and where ordination took place will suffice. If the religious society does not require ordination, a letter of explanation must accompany submitted documentation.
3. A notarized letter on official stationery, signed by an official of the clergy's local religious society, stating that the prospective celebrant is in good standing with the religious sector.
4. Money order or cashier's check made payable to the Clerk of Fairfax Circuit Court in the amount of \$29.00. If hand delivered, cash is accepted.
5. Documentation should be mailed to:

Fairfax Circuit Court
Attn: Civil Intake, Room 302
4110 Chain Bridge
Fairfax, VA 22030

Please allow 10 business days after receipt by the Court for process to be completed.

Applicants will be notified via e-mail or phone when order is signed or if there are any problems with the submitted documents. Certified copies of the signed orders will be sent to the church address provided on the petition, unless the applicant specifies otherwise.

Any questions should be directed to 703-691-7320, press 3, 0.

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX

RE: _____
(Petitioner's Name)

CM-20 _____ - _____
(Case number assigned by the court)

PETITION TO PERFORM ONE-TIME RELIGIOUS MARRIAGE CEREMONY

COMES NOW the petitioner seeking authorization to perform a one-time religious marriage ceremony pursuant to Virginia Code §20-23.

Petitioner's church name: _____

Petitioner's religious denomination: _____

Petitioner's church address: _____
(Street Number, Street Address)

_____ Petitioner's church phone number: _____
(City, State, Zip Code)

Petitioner's home address: _____
(Street Number, Street Address)

_____ Petitioner's home phone number: _____
(City, State and Zip Code)

Petitioner's email address: _____

Name of Groom: _____ Phone #: _____

Name of Bride: _____ Phone #: _____

Location of Ceremony: _____

Date of Wedding: _____
(Change of date will require a new petition and new court order)

Signature of Petitioner

COMMONWEALTH/STATE OF _____
CITY/COUNTY OF _____

I, the undersigned Notary Public in and for the above, do hereby certify that before me appeared _____, whose name is signed to the foregoing Petition and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, 20____.

Notary Public

Notary Registration Number: _____

My Commission Expires: _____