

**REQUIREMENTS AND AUTHORIZATION PROCESS
TO PERFORM WEDDING CEREMONIES**

VIRGINIA CLERGY

Clergy must be affiliated with a local church in Fairfax County to be considered for authorization to perform wedding ceremonies in the Commonwealth of Virginia, pursuant to the Code of Virginia § 20-23.

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

1. Completed petition and questionnaire (see next screen). Petition and questionnaire can be filled in and printed. Signatures must be notarized. Please insure that the print button on the PDF form is used and not the Windows print button.
2. A copy of the clergy'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 religious society does not require ordination, a letter of explanation must accompany the submitted documents.
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.

Clerk's fee is \$29.00. Petition and required documents, accompanied by the Clerk's fee (money order or cashier check made out to the Clerk of Fairfax Circuit), should be mailed to:

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

If hand delivered, Clerk's fee must be cash only. Please allow 10 days after receipt for process to be completed. Attempt to notify applicant will be made via phone or e-mail.

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX

RE: _____
(Petitioner's Name)

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

PETITION TO PERFORM RELIGIOUS MARRIAGE CEREMONIES

COMES NOW the petitioner seeking authorization to perform religious marriage ceremonies pursuant to Virginia Code §20-23.

Petitioner's church name: _____

Petitioner's religious denomination: _____

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

(City, State, Zip Code)

Petitioner's church phone number: _____

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

(City, State, Zip Code)

Petitioner's home phone number: _____

Petitioner's email address: _____

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 Registration Number: _____
My Commission Expires: _____

Notary Public

RELIGIOUS QUALIFICATION QUESTIONNAIRE*

1.
 - a. **Church's Name:**
Address:

Phone Number:
 - b. **Are you serving as the minister of your congregation?**
 - c. **How long have you been a minister?**
 - d. **Is your tenure for a definite period? If so, state the length of your term.**
 - e. **How many other ministers are appointed to your church?**
2. **Describe in detail your credentials for being a minister (i.e., schooling, degree, seminars, etc.).**
3. **Describe the requirements your organization places on becoming an ordained minister (i.e. time requirements, schooling, training, etc.).**
4. **How do your responsibilities differ from those of the members of the congregation?**
5. **List the privileges and benefits derived from your ordination (i.e. perform Baptisms, authority to preside over services, etc.).**

RELIGIOUS QUALIFICATION QUESTIONNAIRE* -Pg. 2

6. List the documents that regulate the management of your religious organization (i.e. bylaws, charters, directives, rules, etc.).

7. Outline the leadership structure of your organization.

Applicant's Signature

**County of
Commonwealth of Virginia**

**The foregoing instrument was sworn to before me, the undersigned Notary, this
Day of _____, _____ by _____, applicant.**

My commission expires: _____

Notary Public

***Use attachments if needed**