

Fairfax Circuit Court

SERVING THE RESIDENTS OF FAIRFAX COUNTY AND THE CITY OF FAIRFAX

Virginia Clergy requirement and authorization process to perform religious wedding ceremonies

Petitions to file for authorization to perform religious marriage ceremonies in accordance with Virginia Code Sections §20-23 must be filed in the locality where the church resides.

Clergy must be affiliated with a church in the Commonwealth of Virginia to be considered for authorization to perform wedding ceremonies in the Commonwealth of Virginia, pursuant to the Code of Virginia § 20-23. No bond is required pursuant to §20-23.

Filing Requirements:

- Completed notarized petition and questionnaire
- 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.
- 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.

Filing Fees: See Current Fee Schedule for Marriage Celebrant Petition on page 7 at <http://www.fairfaxcounty.gov/courts/circuit/pdf/CCR-A-20.pdf>

- Filing fee must be paid at time of filing.
- Payment is to be made by cash, money order, or cashier's check. Visa and MasterCard payments are accepted with a 4% convenience fee being assessed.
- Make check payable to the Clerk of the Circuit Court.
- No personal checks accepted.

Petition and required documents, accompanied by the Clerk's fee, should be mailed to:

Fairfax County Circuit Court
Attn: Civil Intake, Room 319
4110 Chain Bridge Road
Fairfax, VA 22030

Upon filing the petition and order for appointment perform marriage ceremonies in the Commonwealth of Virginia, the order will be submitted to the Judge's chambers for entry. No hearing is required unless directed by a judge. Please allow approximately 10 days after filing for processing.

Notification of applicant will be made by email or phone. A certified copy of the signed order will be sent to the home address provided on the petition, unless the applicant specifies otherwise.

Any questions regarding this process 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 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**