FAIRFAX CIRCUIT COURT
REQUIREMENTS AND PROCESS FOR

'ONE TIME' CIVIL CEREMONY AUTHORIZATION

Individuals expecting to perform a wedding ceremony in the Commonwealth of Virginia must receive authorization through the court, prior to performing the ceremony, pursuant to the Code of Virginia §20-25. Authorization will be on a one-time basis only. The authorization is only valid for couples with a Virginia-issued marriage license and for a ceremony located in the Commonwealth of Virginia. ***Please allow 10-14 business days prior to the ceremony for the authorization process.***

Eligibility to be a one-time marriage celebrant is:

1. Must be at least 18 years of age or older.
2. Must execute a $500.00 cash bond. (Due after the Court authorizes the application.)

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

1. **Notarized application. Application** can be completed on-line and printed. (Typed applications are preferred to avoid errors that may delay the authorization process.)
2. **Legal Names of Couple –** Verify full legal names and confirm place & date of ceremony prior to filing application.
3. **Filing Fees - $59.00 -** The filing fee must be paid by certified check or money order payable to the Clerk of the Circuit Court. If hand delivered, the court accepts cash as well. *Do not submit the bond amount at the initial filing.*

The required documentation and money order can be mailed or hand delivered to:

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

Once the authorization has been submitted, an order is prepared and submitted to the Clerk for approval. The celebrant is not authorized to perform the ceremony until after the court order has been signed and the bond process is complete. Notification of approval will be sent via email or by phone from the contact information provided on the application to make an appointment to execute the bond. **The bond money cannot be accepted until after the order has been signed.**

Bonding Process:

Once the order has been signed, the celebrant will make an appointment to execute the required **$500.00 cash bond** (money order or certified check will be accepted, **no personal checks**). The bond must be executed prior to the date of the marriage ceremony. The celebrant ***must be present with picture identification*** at the time the bond money is received.

The cash bond can be refunded once the marriage register has been submitted back to the court from where it was issued. The Bond Refund Request Form (supplied during the bond process) will need to be included with the marriage register originals if they are from Fairfax Circuit Court for refund. If the marriage license was obtained from a court other than Fairfax Circuit Court, then a certified copy of the marriage register will need to be provided to the Fairfax Circuit Court with the Bond Refund Request Form to have the bond refunded.

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

Clear

V I R G I N I A

IN THE CIRCUIT COURT OF FAIRFAX

RE: _____ **CL-** _____
(Applicant's Name) (Case number assigned by the court)

APPLICATION TO PERFORM ONE-TIME CIVIL MARRIAGE CEREMONY

COMES NOW the applicant seeking authorization to perform a one-time civil marriage ceremony pursuant to Virginia Code § 20-25.

Applicant is at least 18 years of age.
Applicant has never been convicted of a felony.
Applicant's current address:

_____
(Street Address)

_____, _____ _____
(City) (State) (Zip Code)

Applicant's contact phone number(s): _____

Applicant's email address: _____

Groom/Bride/Spouse:_____

Bride/Groom/Spouse:_____

Couple's Contact Phone Number(s):_____

Date of Wedding: _____
(Month, Day, Year)

Location of Wedding: _____ , Virginia.
(City or Town)

_____
Signature of Applicant

COMMONWEALTH/STATE OF _____
CITY/COUNTY OF _____

I, the undersigned Notary Public, do hereby certify that before me appeared _____ whose name is signed to the foregoing Application and acknowledged the same under oath on _____.

_____
Notary Public Signature

Notary Registration Number: _____

My Commission Expires: _____