

ARLINGTON COUNTY CIRCUIT COURT REQUIREMENTS AND PROCESS FOR 'ONE TIME' CIVIL CEREMONY AUTHORIZATION

Pursuant to Virginia Code §20-25, individuals expecting to perform a wedding ceremony in the Commonwealth of Virginia must receive authorization through the Court prior to performing the ceremony. 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 Virginia.

Eligibility to be a one-time marriage celebrant is:

1. Must be a resident of Arlington County or City of Falls Church
2. Must be at least 18 years of age or older
3. Must never have been convicted of a felony
4. Must execute a \$500.00 bond after entry of the order by the Court

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

1. **Notarized petition.** Typed petitions are preferred to avoid errors that may delay the authorization process.
2. **Order.** Typed order are preferred to avoid errors that may delay the process.
3. **Filing fee - \$56.00.** The filing fee must be paid by certified check, or money order payable to *Clerk of the Circuit Court* or credit card (Visa, Mastercard or Discover only – service charge of four (4%) percent of the amount paid will be collected on credit card payments). If hand delivered, the court accepts cash as well.

The required documents, and filing fee can be mailed or hand-delivered to:

Arlington County Circuit Court
1425 N. Courthouse Road, Suite 6700
Arlington, VA 22201

Once the petition and order have been submitted, both will undergo review by Judicial Chambers. Please allow 3-4 weeks for review. The celebrant is not authorized to perform the ceremony until after the court order is signed, and the bond process is complete. Notification of approval will be by phone based on the contact information provided on the petition.

Bonding Process:

Once the order has been signed, the celebrant will come to the Arlington Circuit Court Clerk's office (Suite 6700) to execute a \$500.00 bond. The bond must be executed prior to the date of the marriage ceremony. The celebrant must be present with picture identification at the time of bond execution. All questions regarding execution of the bond should be directed to the Civil Division of the Clerk's office at (703) 228-7010 or (703) 228-4375.

If a cash bond is posted, it will be refunded once the marriage license has been submitted back to the court from where it was issued; however if the marriage license was obtained in a court other than Arlington Circuit Court, then a copy of the marriage license will need to be provided to the Arlington Circuit Court Clerk's office. If the bond is paid in cash, the refund takes approximately 2-3 business days from the date of filing of the completed license with the Clerk of the Arlington Circuit Court.

Any questions regarding these procedures should be directed to the Civil Division of the Clerk's office at (703) 228-7010 or (703) 228-4375.

VIRGINIA:

IN THE CIRCUIT COURT FOR THE COUNTY OF ARLINGTON

In the Matter of the Petition of

For Authorization to Celebrate
The Rites of Marriage

CL _____

ONE-TIME CIVIL CELEBRANT RITE OF MARRIAGE PETITION

Petitioner, (FULL NAME) who resides at (FULL ADDRESS) respectfully represents the following:

That he/she is a resident of Arlington County;

That he/she is seeking authorization to perform the rites of marriage in the Commonwealth of Virginia on (DATE of CEREMONY) between (NAMES of both SPOUSES) pursuant to §20-25 of the Virginia Code of Laws 1950, as amended.

WHEREFORE, the Petitioner respectfully requests that the Court enter an Order authorizing him/her to perform the rights of marriage in the Commonwealth of Virginia on (DATE of CEREMONY) between (NAMES of both SPOUSES) pursuant to §20-25 of the Code of Virginia 1950, as amended.

Signature of Petitioner

Date

Address

Telephone Number(s)

Email

Commonwealth of Virginia
CITY/COUNTY OF _____

Subscribed and sworn to/affirmed before me this ____ day of _____, 20____

By:_____

DATE

NOTARY PUBLIC

VIRGINIA:

IN THE CIRCUIT COURT FOR THE COUNTY OF ARLINGTON

In the Matter of the Petition of

For Authorization to Celebrate
The Rites of Marriage

CL _____

ORDER APPOINTING CIVIL MARRIAGE CELEBRANT

This day came the Petitioner, (FULL NAME), a resident of Arlington County, Virginia, requesting the Court appoint him/her to celebrate the rites of marriage between (BRIDE's NAME) and (GROOM's NAME) on (CEREMONY DATE) in the Commonwealth of Virginia;

IT APPEARING to the Court that Petitioner meets all the requirements set forth in Section 20-25 of the Code of Virginia, 1950 as amended;

IT IS THEREFORE ORDERED AND DECREED that the Petitioner be appointed to celebrate the rites of marriage between (BRIDE'S NAME) and (GROOM'S NAME) on (CEREMONY DATE).

IT IS FURTHER ORDERED that before commencing upon his/her duties to perform the aforesaid marriage ceremony, (PETITIONER'S NAME) shall execute a bond with the Clerk of the Circuit Court of Arlington in the amount of \$500.00, said bond to be held until Petitioner files with the Clerk the official certification of the marriage record;

UPON completion of the rites of marriage and certification of the same with the Clerk, the Clerk is hereby directed without further order of this Court to return to the Marriage Celebrant the bond posted herein.

ENTERED this _____ day of _____.

Judge

We ask for this:

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE #