

ARLINGTON COUNTY 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.

Eligibility to be a one-time marriage celebrant is:

1. Must be a resident of Arlington County or Falls Church City.
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 (due after the order is entered).

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 the Clerk of the Circuit Court or by credit card (Mastercard and Visa only – a 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. **Do not submit the bond amount at the initial filing.**

The required documents, and money order or check, 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, it will be sent to the Judge's Chamber for approval (it takes about four weeks to be reviewed). 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 by phone from the contact information provided on the petition to be sworn and 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 come to the Arlington Circuit Court and execute the required \$500.00 bond (money order or cashier check, personal checks may be accepted). 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 bond will be refunded once the marriage register has been submitted back to the court from where it was issued. If the marriage license was obtained in another court other than Arlington Circuit court, then a certified copy of the marriage register will need to be provided to the Arlington Circuit Court to have the bond refunded. If the bond is paid in cash, the refund takes approximately 2-3 business days from the date the register is returned.

Any question should be directed to the Civil Division of the Clerk's office at (703) 228-7010 or (703) 228-4372.

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

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 a bond in the amount of \$500, either cash or corporate surety, 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 #