

REQUIREMENTS AND AUTHORIZATION PROCESS TO PERFORM WEDDING CEREMONIES FOR OUT-OF-STATE CLERGY

Clergy from outside the Commonwealth of Virginia expecting to perform a wedding ceremony in the City of Williamsburg or County of James City, Virginia must receive authorization through the Circuit Court pursuant to *Virginia Code Section 20-23* prior to performing such ceremony.

The Circuit Court Clerk's Office has discretionary authority to grant the authorization for out-of-state clergy to celebrate the rites of matrimony pursuant to an Attorney General Opinion dated 11/29/2001.

The Judge may rescind any order made under this section at any time.

Authorization is granted on a one-time basis and the wedding ceremony must be performed either in the City of Williamsburg or the County of James City.

The Clerk's Office of the Circuit Court must receive the following to initiate the authorization process:

1. Completed Petition. The petition must be typed or printed legibly. Your signature must be notarized. (If your petition is not legible, it will be returned.) **PLEASE USE YOUR FULL NAME AND THE FULL NAMES OF THE COUPLE YOU ARE MARRYING.**
2. A copy of your ordination certificate. If your religious society does not require ordination, similar proof must be provided with a letter of explanation on official church letterhead/stationary must accompany the submitted documents.
3. A notarized letter on official church stationary, signed by an official of your local religious society, stating that you, the prospective celebrant, are in good standing with the local religious sector and what your exact duties and privileges are within the church, i.e. according to the church you are eligible to perform marriage ceremonies, funerals, baptisms, etc. **(The Notary must use a standard notary affidavit clause such as appears on the notary acknowledgement on the Petition. Simply signing their name and expiration date does not meet the requirements.)**
4. A self-addressed, stamped envelope so that the Order may be sent to you.

The Clerk's fee is \$22.00. Payment may be cash, money order, cashier's check or credit card and should be made payable to the "Clerk of Circuit Court". Mail your payment and documents to:

Williamsburg/James City County Circuit Court
Circuit Court Clerk's Office
Attn: Pam Sych, Master Deputy Clerk
5201 Monticello Avenue, Suite 6
Williamsburg, VA 23188

Please allow 30 days after our receipt of your request for the process to be completed. It is helpful if you include your e-mail address on the petition where indicated. This will assist us in contacting you should we need additional documents or clarification.

Petitioner's Full Name: _____

Case no.: CL _____

**PETITION TO PERFORM ONE-TIME WEDDING CEREMONY
OUT-OF-STATE CLERGY**

Comes now the Petitioner seeking authorization to perform a one-time marriage ceremony pursuant to *Virginia Code Section 20-23*.

Petitioner's full name: _____

Petitioner's home address: _____

Petitioner is an ordained clergy in the religious sector of:

Petitioner's church name: _____

Petitioner's church address: _____

Petitioner's church telephone number: _____

Petitioner's e-mail address: _____

Petitioner's telephone number(s):

_____ Home _____ Work _____ Cell

Have you ever been convicted of a felony: _____

If the answer is "YES", please explain: _____

Full Name of the Groom: _____

Full Name of the Bride: _____

Date of Wedding Ceremony: _____

**Any change in the date will require a new Petition to be filed and a new Order to be entered.*

Exact Address/Place of Wedding Ceremony: _____

Your signature on this Petition certifies that you understand the ceremony must be performed in the City of Williamsburg or the County of James City, Virginia.

Signature of Petitioner

State/Commonwealth of _____
City/County: _____

The foregoing Petition was sworn to before me, _____,
the undersigned notary, by _____, Petitioner, who appeared
before me on this _____ day of _____, 20____.

Notary Public

SEAL

My Commission expires: _____ Commission number: _____