

Prince William County Circuit Court One-Time Civil Celebrant Information

Individuals wishing to be one-time civil celebrants must meet the following criteria:

1. Must be a resident of Prince William County, the City of Manassas, or the City of Manassas Park;
2. Must be at least 18 years of age;
3. Must have never been convicted of a felony;
4. Post a \$500 bond, if ordered by the Court, payable by cash, check, credit/debit card (with 3% convenience fee) or money order. **AFTER** the court approves the petition and the Order is entered by the Judge;

The following must be submitted to apply:

1. Completed petition;
2. Order to authorize performing One-Time Rites of Marriage;
3. Self-addressed stamped envelope for return of the signed order;
4. Filing fee of \$56.00

Submit documents (by mail or in person) to:

Prince William County Clerk of Circuit Court
9311 Lee Avenue
Civil Division – Room 314
Manassas, VA 20110

Please direct all questions to: circuitcourt@pwcgov.org or 703-792-6029.

Please note:

- If the petition is granted, a clerk will be in contact, to inform the Civil Celebrant whether a bond has been ordered by the court. The Civil Celebrant should submit their Bond to the Clerk's Office.
A certified copy of the signed order will be delivered to the petitioner after the ordered bond has been paid.
- The Civil Celebrant is authorized to perform the ceremony only **AFTER** the court order has been entered by the Judge and the \$500.00 bond, if ordered, has been paid and processed by the court.
- If petition is denied a certified copy of the signed order will be mailed to the petitioner to notify of the denial of the petition.

The Bond will be refunded once the Civil Celebrant's portion of the marriage license has been completed and put to record in the Clerk's Office. Please allow 30 days for the refund of the bond. If the marriage license was obtained in Prince William County, verification can be performed by our staff in Room 305. If the license was obtained in a different Circuit Court you will need to file the original license with that court and get a certified copy to submit to Prince William County to request a refund of your Bond (in Room 306).

General Information:

- A marriage license is good anywhere within the Commonwealth of Virginia;
- A marriage license is good for 60 days. A new license is required after 60 days in order to have a legal marriage;
- The marriage celebrant is the one responsible for returning the completed marriage license to the appropriate Clerk's office within 5 days of performing the ceremony.