

## **Prince William County Circuit Court One-Time Civil Celebrant Information**

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

- Must be a resident of Prince William County, the City of Manassas, or the City of Manassas Park.
- Must be at least 18 years of age.
- Must have never been convicted of a felony.

The following must be submitted to apply:

1. Completed application
2. Order to authorize performing One-Time Rites of Marriage ( to be prepared by the Clerk's office)
3. Self-addressed stamped envelope for return of the signed order or an email address for emailed copy
4. Filing fee of \$34.00.

Submit documents in person to:

Prince William County Clerk of Circuit Court  
Document Services – Room 305  
9311 Lee Avenue  
Manassas, VA 20110

Please note:

- The Civil Celebrant is authorized to perform the marriage ceremony only AFTER the clerk's order has been signed and recorded.
- A certified copy of the signed order may be mailed to the applicant if a self-addressed stamped envelope is provided or a copy emailed to the email address provided.

General Information:

- The marriage celebrant is responsible for returning the completed marriage license to the appropriate Clerk's office within 5 days of performing the ceremony.
- A marriage license is good anywhere within the Commonwealth of Virginia and it is valid for 60 days.
- A new license is required after 60 days if the ceremony has not been performed.

Please direct all questions to: [circuitcourt@pwcgov.org](mailto:circuitcourt@pwcgov.org) or 703-792-6015.