



**Clerk of Circuit Court of Prince William County
Application for Authorization to Perform the Rites of
Marriage in Virginia**

IN-STATE MINISTERS

This application is for ministers or other heads of a religious congregation, society or order to be authorized to perform the rites of marriage in Virginia. Authorization allows the minister to perform marriages anyplace in Virginia and remains in effect until revoked by the Court or until the minister is no longer a minister in good standing with the denomination, congregation, society or order.

OUT-OF-STATE MINISTERS

This form is also to be used if you are an out-of-state minister who plans to perform a marriage in Virginia. Out-of-state ministers will be authorized for the date indicated and will expire after the noted ceremony has been performed.

Please complete the attached application and submit with the following:

- Copy of Ordination or other document that sets you apart as an elected or selected leader. (If not in English, please provide translation)
- Copy of Local Ministers License (if applicable)
- Letter of good standing on church letterhead, from the congregation you currently serve. The letter must also include the ministerial position you hold with that church or religious organization.
- Twenty-four (\$24.00) dollar processing fee

Mail application to: Clerk of Circuit Court
9311 Lee Avenue, Room 305
Manassas, Virginia 20110

If delivered in person: Clerk of Circuit Court
Judicial Center
9311 Lee Avenue
3rd Floor, Room 305
Manassas, Virginia 20110

Note: **NORMAL PROCESSING TIME IS 10 WORKING DAYS**

If you would like the order of approval mailed to you,
please include a self addressed stamped envelope.

Please call (703) 792-6036 with any questions.

**VIRGINIA
IN THE CLERK'S OFFICE FOR THE COUNTY OF PRINCE WILLIAM, THE
CITIES OF MANASSAS AND MANASSAS PARK**

**APPLICATION AND AFFIDAVIT FOR AUTHORIZATION
TO PERFORM THE RITES OF MARRIAGE**

Under oath, I state the following:

1. I am an ordained minister or head of a religious congregation, society, order or otherwise set apart for the ministry. ***Attach copy of ordination certificate or other evidence.***
2. Date and city, state where ordained: _____
3. I am in regular communion with the religious society of which I am a member. ***Attach a letter of good standing on letterhead from the society or congregation where you are currently serving as a minister signed by the church clerk, trustee, elder or deacon or other person of authority.***
4. I am a minister of the following religious denomination or independent church: _____
5. I currently hold or have held the following leadership position in my religious denomination: _____
6. Name and address of church where you are a minister _____
7. Website of Church: _____
8. Personal email: _____
9. Date of ceremony to be performed if you are an out-of-state minister _____

The above statements are true and correct to the best of my knowledge and belief.

Signature Printed Name

Complete Address Telephone #

State of _____ County of _____:

Subscribed and sworn to before me by _____
this _____ day of _____, 20____.

Notary Public OR Clerk/Deputy Clerk
Virginia Notaries: Reg. No: _____
My Commission Expires: _____