

ONE-TIME CIVIL MARRIAGE CEREMONY AUTHORIZATION

VIRGINIA STATE CODE § 20-25, requires that an individual wanting to perform a wedding ceremony in Virginia must receive authorization through the Court, prior to performing the ceremony.

Requirements to be a one-time civil marriage celebrant:

Must be a resident of King William or one of the jurisdictions in the 9th Judicial Circuit (Charles City, Gloucester, Mathews, York County Poquoson, James City County/Williamsburg, King William, King & Queen, and New Kent Counties.)

Must never have been convicted of a felony.

If appointed, must execute a written bond at the King William Circuit Court Clerk's Office secured by **\$500.00 cash, money order or cashier's check**, prior to performing the marriage ceremony.

The King William Circuit Court Clerk's Office must receive the following items to start the authorization process:

- Notarized petition requesting appointment
- The completed petition must be accompanied by payment of \$52.00 (cash, checks or money orders payable to: KWCC, or credit/debit card)

The petition and filing fees may be mailed or hand delivered as follows:

King William Circuit Court
351 Courthouse Ln, Ste 130
King William, VA 23086

A copy of the Court Order approving the request will be mailed to the petitioner. Inquiries regarding the status of Court action can be made to 804-769-4936. The Clerk's Office cannot guarantee consideration by the Court of the petition prior to the wedding. **It is recommended that the petition be filed at least 1 month before the proposed wedding.**

ONCE THE COURT APPROVES THE REQUEST, THE PETITIONER MUST SIGN A BOND SECURED BY \$500.00 BEFORE A DEPUTY CLERK OR CLERK OF THE CIRCUIT COURT IN THE CLERK'S OFFICE BETWEEN 8:30 AM AND 4:00 PM MONDAY THROUGH FRIDAY. THE BOND MUST BE SIGNED AND THE \$500.00 SECURITY PAID BEFORE THE MARRIAGE IS PERFORMED.

BONDING PROCESS:

Please call 804-769-4936 to arrange a time to come to the Clerk's Office to sign the bond. The bond will be secured by \$500.00 that the petitioner must deposit with the Clerk's Office at the time that the bond is signed. Cash, money order or a cashier's check made payable to King William Circuit Court Clerk will be accepted. **No personal checks.**

RETURN OF THE \$500.00 SECURITY:

The \$500.00 security for the bond will be returned to the petitioner following the receipt by the King William Circuit Court Clerk's Office of the completed marriage license certificate (if the license was issued in King William County) or a certified copy of the completed marriage license (if issued in another county) and the bond return request form, which is obtained when the bond is signed.

**PETITION FOR AUTHORIZATION
TO CELEBRATE RITES OF MARRIAGE
(PERSONS OTHER THAN MINISTERS)**

Case No.

Commonwealth of Virginia VA. CODE § 20-25

VIRGINIA: In the Circuit Court of the [] City [] County of

Petitioner's Name
LAST FIRST MIDDLE SUFFIX

City or County of Residence:

Residence Address:

Mailing Address:

Telephone Number:

Pursuant to § 20-25 of the Code of Virginia, the petitioner requests that the Court enter an order authorizing the petitioner to celebrate the rites of marriage in the Commonwealth.

[] The petitioner requests authority to perform a specific marriage between

..... and
NAME NAME

on or about the day of, 20

OR

[] The petitioner requests continuing authority to perform marriages in the Commonwealth of Virginia.

[] The petitioner requests that bond be waived pursuant to § 20-25 of the Code of Virginia, as evidenced by the financial information provided on the attached form (CC-1498A).

OPTIONAL: Provide any additional information in support of request:

.....

.....
DATE

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PETITIONER