

Fairfax Circuit Court
SERVING THE RESIDENTS OF FAIRFAX COUNTY AND THE CITY OF FAIRFAX

VIRGINIA ORDAINED RELIGIOUS LEADERS

**Authorization process to perform religious wedding ceremonies in Virginia
pursuant to Va. Code § 20-23**

This Petition should be completed by "ordained" members of religious organizations who are ministers, priests, priestesses, rabbis, reverends, imams, monks, etc., and have been formally appointed such by a religious authority. Note: if you are a member of a religious organization without ordained leadership, please complete the § 20-26 form.

Petitions to file for authorization to perform religious marriage ceremonies in accordance with Virginia Code § 20-23 must be filed in the locality where the church resides.

The ordained petitioner must be affiliated with a religious organization in the Commonwealth of Virginia to be considered for authorization to perform wedding ceremonies in the Commonwealth of Virginia, pursuant to the Code of Virginia § 20-23. No bond is required pursuant to §20-23.

Filing Requirements:

- Completed notarized petition and questionnaire. The petition can be filled in online and printed. Please use the print button on the PDF form and not the internet browser print button.
- A copy of the ordination certificate or local religious license. (If a certificate of ordination is not available, a **notarized** letter stating when and where ordination took place.)
- A **notarized** letter on official stationery, signed by an official of the Petitioner's local religious society, stating that the prospective celebrant is in good standing with the religious society.
- Filing fee must be paid at time of filing. **Filing Fees:** See Current Fee Schedule for Marriage Celebrant Petition on page 7 at: <https://www.fairfaxcounty.gov/circuit/sites/circuit/files/assets/documents/pdf/fees-civil-and-filing-instructions.pdf>.
- **No personal checks accepted.**
- If filing by mail, payment is to be made by money order, or cashier's check. Make cashier's check or money order payable to the Clerk of the Circuit Court.
- If filing in person at the Civil Intake counter, payment can be made by cash, money order, cashier's check or Visa and MasterCard. Credit Cards will be processed with a 4% convenience fee being assessed.

Petition and required documents, accompanied by the Clerk's fee, should be mailed to:

Fairfax County Circuit Court
Attn: Civil Intake, Room 319
4110 Chain Bridge Road
Fairfax, VA 22030

Upon filing the petition and order for appointment to perform marriage ceremonies in the Commonwealth of Virginia, the order will be submitted to the Judge's chambers for entry. No hearing is required unless directed by a judge. **Please allow approximately 10 business days after filing for processing.**

Notification of applicant will be made by email or phone. A certified copy of the signed order will be sent to the home address provided on the petition, unless the applicant specifies otherwise.

Any questions regarding this process should be directed to 703-246-2771.

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX

RE: _____
(Petitioner's Name)

CM-20 ____ - ____
(Case number assigned by the court)

**PETITION TO PERFORM RELIGIOUS MARRIAGE CEREMONIES
PURSUANT TO VA CODE § 20-23**

COMES NOW the petitioner seeking authorization to perform religious marriage ceremonies pursuant to Virginia Code § 20-23.

Petitioner's religious organization's name: _____

Petitioner's religious denomination: _____

Petitioner's religious organization address: _____
(Street Number, Street Name)

(City, State, Zip Code)

Petitioner's religious organization phone number: _____

Petitioner's home address: _____
(Street Number, Street Name)

(City, State, Zip Code)

Petitioner's home phone number: _____

Petitioner's email address: _____

Signature of Petitioner

COMMONWEALTH/STATE OF _____
CITY/COUNTY OF _____

I, the undersigned Notary Public in and for the above, do hereby certify that before me appeared _____, whose name is signed to the foregoing Petition and acknowledged the same under oath before me. Given under my hand and seal this _____ day of _____, 20____.

Notary Registration Number: _____
My Commission Expires: _____

Notary Public

RELIGIOUS QUALIFICATION QUESTIONNAIRE*

- 1. a. Are you serving as an ordained leader of your congregation?**
 - b. How long have you been an ordained leader?**
 - c. Is your tenure for a definite period? If so, state the length of your term.**
 - d. How many other ordained leaders are appointed to your church?**
- 2. Describe in detail your credentials for being an ordained religious leader (i.e., schooling, degree, seminars, etc.).**
- 3. Describe the requirements your organization places on becoming an ordained religious leader (i.e. time requirements, schooling, training, etc.).**
- 4. How do your responsibilities differ from those of the members of the congregation?**
- 5. List the privileges and benefits derived from your ordination (i.e. perform Baptisms, authority to preside over services, etc.).**

RELIGIOUS QUALIFICATION QUESTIONNAIRE* -Pg. 2

6. List the documents that regulate the management of your religious organization (i.e. bylaws, charters, directives, rules, etc.).

7. Outline the leadership structure of your organization.

Applicant's Signature

COMMONWEALTH/STATE OF _____

CITY/COUNTY OF _____

I, the undersigned Notary Public in and for the above, do hereby certify that before me appeared _____, whose name is signed to the foregoing document and acknowledged the same under oath before me. Given under my hand and seal this ____ day of _____, 20____.

Notary Public

Notary Registration Number: _____

My Commission Expires: _____