



Circuit Court Clerk

Prince William, Manassas & Manassas Park

9311 Lee Avenue, Third Floor, Manassas, Virginia 20110

<https://www.pwcva.gov/department/circuit-court>

(703) 792-6015 circuitcourt@pwcgov.org

Jacqueline C. Smith, Circuit Court Clerk

Kristina L. Gleason, Chief Deputy Clerk

Application for Authorization to Perform the Rites of Marriage

Who Can Apply?

OUT-OF-STATE MINISTERS- This form is to be used if you are an out-of-state minister who plans to perform a marriage (1) for a resident of Prince William, Manassas or Manassas Park AND (2) within the aforementioned localities. Out-of- state ministers will be authorized only for the ceremony date indicated.

IN-STATE MINISTERS-This form is to be used if you are a minister or other head 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.

Directions:

Please complete the attached application ensuring it is notarized 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
- To receive a copy of the Order by mail, please include a self-addressed stamped envelope
- Deliver your application in-person or by mail to:

Jacqueline Smith, Clerk of the Circuit Court
9311 Lee Avenue 3rd
Floor, Room 305
Manassas, Virginia 20110

**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: _____