

Clerk of Circuit Court West End Branch Office Open

The Clerk of Circuit Court has opened a branch office in the west end of Alexandria at the Redella S. “Del” Pepper Community Resource Center at 4850 Mark Center Drive, Second Floor. Free parking in building while doing business at a city office.

Hours of Operation are 8 a.m. to 4 p.m., ***Tuesdays and Fridays only.***

Most (but not all) Clerk’s Office services are available including:

- Marriage Licenses
- Notary Public Qualifications
- Concealed Handgun Permit Applications (including Free Trigger and Cable Locks)
- Certified Copies of Circuit Court Records
- Online Land Records Research
- Payment of Court Costs and Fines

Forms of payment accepted at the branch include:

- Credit card (Visa, Master Card, Discover, American Express)
- Check
- Money Order
- NO CASH

