

## ONE TIME CIVIL MARRIAGE CEREMONY AUTHORIZATION

VIRGINIA STATE CODE SECTIONS 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 County or one of the jurisdictions in the 9<sup>th</sup> Judicial Circuit (Charles City County, Gloucester County, Mathews County, York County Poquoson Circuit, James City County/Williamsburg Circuit, 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, 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 check or money order in the amount of \$52.00 Made payable to the Clerk of King William Circuit Court.

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

Mailing Address and Hand Delivery

King William Circuit Court Clerk's Office  
Attention: Civil Division  
351 Courthouse Lane, Suite 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 BEFORE A DEPUTY CLERK OR CLERK OF THE CIRCUIT COURT IN THE CLERK'S OFFICE BETWEEN 8:30AM AND 4:30PM MONDAY THROUGH FRIDAY. THE BOND MUST BE SIGNED AND THE \$550 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 that the petitioner must deposit with the Clerk's Office at the time That the bond is signed. Cash or a cashier's check made payable to King William County Circuit Court Clerk will be accepted. No personal checks.

**RETURN OF THE \$500.00 SECURITY:**

The \$500 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) and the bond return request form, which is obtained when the bond is signed.

If the marriage license was issued in a Virginia jurisdiction other than King William County, a circuit court clerk's office certified copy of the completed marriage license certificate from the issuing locality must accompany the Bond Return Requested Form.

VIRGINIA: IN THE CIRCUIT COURT OF KING WILLIAM COUNTY

Re: \_\_\_\_\_  
(Petitioner's Name)

CL16-

**PETITION TO PERFORM ONE-TIME  
CIVIL MARRIAGE CEREMONY**

COMES NOW the petitioner seeking authorization to perform a one-time civil marriage ceremony pursuant to Virginia Code Sec. 20-25, and in support thereof states:

Petitioner has never been convicted of a felony.

Petitioner resides in the County of King William or Jurisdictions of 9th Circuit

Petitioner's current address is:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, and Zip Code)

Petitioner's home phone number: \_\_\_\_\_

Petitioner's work/cell phone number: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Petitioner)

Commonwealth of Virginia  
( ) City ( ) County of \_\_\_\_\_

Subscribed and sworn to/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_

\_\_\_\_\_  
Date ( ) Clerk ( ) Deputy Clerk  
( ) Notary Public My commission expires \_\_\_\_\_  
Registration No. \_\_\_\_\_