

REQUIREMENTS FOR RELIGIOUS OFFICIANTS TO BE AUTHORIZED BY THE  
ALEXANDRIA CIRCUIT COURT CLERK TO PERFORM  
**RELIGIOUS MARRIAGE CEREMONIES**

1) The individual must appear in person at the Circuit Court Clerk's Office during regular business hours (9:00 a.m. to 5:00 p.m. Monday thru Friday except holidays).

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2a) The individual must produce

- proof of ordination
- and a document of recent date (less than 30 days old) from his/her superior or church board stating that he/she is in good standing with the church for which he/she is ordained.

**OR**

2b) The individual must produce

- a local minister's license
- and a document of recent date (less than 30 days old) from his/her superior or church board stating that he/she is in good standing with the church and that he/she is serving as a regularly appointed pastor in his/her denomination.

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3) The individual must also produce literature that shows when and where he/she gathers their congregation to perform their ministerial duties. The fee for authorization is \$31.00 cash or money order payable to the Clerk of Circuit Court.

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Authorizations are effective immediately and are valid for marriage ceremonies performed under a Virginia Marriage License anywhere in the Commonwealth of Virginia. There is no expiration on the authorization.

The Virginia law regarding authorizing ministers to perform marriage ceremonies is in the Code of Virginia §20-23.

Pursuant to Cramer v. Commonwealth of VA, 214 VA 561, the Court **does not** recognize online ordinations.