

# Instructions for Authorized Marriage Celebrants

## Marriage License (Legal License)

- Marriage licenses must be applied for no more than 60 days prior to the ceremony.
- The marriage license cannot be obtained after the ceremony.
- The marriage license must be issued by a Virginia Circuit Court.
- The marriage license expires 60 days after issuance.

1. Fill out the license using a **black ink** pen or marker. Type or legibly print all information.
2. Complete the following 4 sections of the license:

**Section 24:** Date of the marriage ceremony.

**Section 25:** Location of the marriage ceremony (county or city).

**Section 26:**

- a. **Civil:** Non-religious ceremony performed by court authorized civil celebrant (Civil celebrants must select Civil).
- b. **Religious:** Religious ceremony performed by court authorized clergy. (Religious celebrants must select Religious.)

**Section 27:** Signature and authorization.

- c. **Signature** of the celebrant.
- d. **Title** of the celebrant (minister, priest, celebrant, civil celebrant, etc.)
- e. **Location and year** where the celebrant as authorized by a Virginia Circuit Court to perform marriage (city of county).
- f. **Name and address** of celebrant. Please type or print legibly.
- g. Complete both original licenses.
- h. Return both licenses within **5 business days** to the Clerk of the Circuit Court that issued the license. The issuing jurisdiction can usually be found at the top of the license or in the left margin).

COMMONWEALTH OF VIRGINIA  
MARRIAGE REGISTER

CIRCUIT COURT FOR CITY OR COUNTY OF LYNCHBURG

CLERK'S NUMBER 210000000

COPIA FOR CLERK OF COURT

1. FULL NAME (first) PARTY A (check one)  BRIDE  GROOM  SPOUSE  
TEST

2. MAIDEN SURNAME (if different from last) TEST

3. SEX F 4. AGE 51 5. DATE OF BIRTH (Month, Day, Year) 01/01/1970 6. PLACE OF BIRTH (state or foreign country) VIRGINIA

7. (DO NOT WRITE IN THIS SPACE)

8. NUMBER OF THIS MARRIAGE FIRST 9. MARITAL STATUS (if previously married)  WIDOWED  DIVORCED

10. EDUCATION (Specify only highest grade completed) Elementary or Secondary (K-12) 12 College (1-4 or 5+) 11. USUAL RESIDENCE: STREET ADDRESS OR RT. NUMBER 123 TEST DRIVE

11a. CITY OR TOWN OF RESIDENCE: AMHERST 11b. County (if independent city, leave blank) 11c. STATE OR FOREIGN COUNTRY VIRGINIA

12. NAME OF PARENT (first, middle, last, suffix) (maiden name if any) 12a. SEX M 12b. SEX F 12c. NAME OF PARENT (first, middle, last, suffix) (maiden name if any) 12d. SEX F  
FATHER OF TEST MOTHER OF TEST

14. FULL NAME (first) PARTY B (check one)  BRIDE  GROOM  SPOUSE  
TEST

15. MAIDEN SURNAME (if different from last) TESTING

16. SEX F 17. AGE 41 18. DATE OF BIRTH (Month, Day, Year) 01/01/1980 19. PLACE OF BIRTH (state or foreign country) VIRGINIA

20. (DO NOT WRITE IN THIS SPACE)

21. NUMBER OF THIS MARRIAGE FIRST 22. MARITAL STATUS (if previously married)  WIDOWED  DIVORCED

23. EDUCATION (Specify only highest grade completed) Elementary or Secondary (K-12) 12 College (1-4 or 5+) 24. USUAL RESIDENCE: STREET ADDRESS OR RT. NUMBER 123 TEST AVENUE

24a. CITY OR TOWN OF RESIDENCE: BEDFORD 24b. County (if independent city, leave blank) 24c. STATE OR FOREIGN COUNTRY VIRGINIA

25. NAME OF PARENT (first, middle, last, suffix) (maiden name if any) 25a. SEX M 25b. SEX F 25c. NAME OF PARENT (first, middle, last, suffix) (maiden name if any) 25d. SEX F  
TEST FATHER TEST MOHTER

MARRIAGE LICENSE

27. TO ANY PERSON LICENSED TO PERFORM MARRIAGES  
You are hereby authorized to join the above-named persons in marriage under procedures outlined in the statutes of the Commonwealth of Virginia.

Date Issued 01/11/2021 License Expires Sixty Days After Above Date

Signature \_\_\_\_\_ Date Received by Clerk of Court from Officiant \_\_\_\_\_  
Clerk of Court or Deputy

MARRIAGE CERTIFICATE

28. DATE OF MARRIAGE (Month, Day, Year) 29. PLACE OF MARRIAGE (county or independent city) VIRGINIA 30. TYPE OF CEREMONY  CIVIL  RELIGIOUS

31. I CERTIFY TO THE FACTS OF MARRIAGE OF THE ABOVE NAMED PERSONS ON THE DATE AND AT THE PLACE SPECIFIED.

SIGNATURE OF OFFICIANT \_\_\_\_\_ TITLE OF OFFICIANT \_\_\_\_\_

NAME OF OFFICIANT (type or print) \_\_\_\_\_  
Authorized to perform marriages by the Circuit Court for \_\_\_\_\_ Virginia, in \_\_\_\_\_ (year of authorization)

ADDRESS OF OFFICIANT (street or route number) (city or town) (state)

TO OFFICIANT

Complete and sign certificates on both copies

Return both copies within five days to Clerk of Court Issuing license.

Section 32.1-267 Code of Virginia

VSS-701

MARRIAGE CERTIFICATE

24. DATE OF MARRIAGE (Month, Day, Year)

25. PLACE OF MARRIAGE (county or independent city) VIRGINIA

26. TYPE OF CEREMONY  CIVIL  RELIGIOUS

27. I CERTIFY THAT I JOINED THE ABOVE-NAMED PERSONS IN MARRIAGE ON THE DATE AND AT THE PLACE SPECIFIED

SIGNATURE OF OFFICIANT \_\_\_\_\_ TITLE OF OFFICIANT \_\_\_\_\_

NAME OF OFFICIANT (type or print) \_\_\_\_\_  
Authorized to perform marriages by the Circuit Court for \_\_\_\_\_ Virginia, in \_\_\_\_\_ (year of authorization)

ADDRESS OF OFFICIANT (street or route number) (city or town) (state)