

Requirements and Authorization Process
To Perform Wedding Ceremonies
Code of Virginia, Section 20-23

Virginia Clergy and Out-of-State Clergy

Clergy must be affiliated with a Church or religious society for consideration of authorization to perform wedding ceremonies.

The Clerk's Office must receive the following items to initiate the authorization process:

- 1) Completed petition (attached). Signature must be notarized.
- 2) A copy of the Clergy's ordination certificate or minister's license and is serving as a regularly appointed pastor in his denomination
- 3) A notarized letter on official stationary, signed by an official of the Clergy's local religious society, stating that the minister is in good standing with the religious sector.

The required documents should be mailed or delivered to:

Lynchburg Circuit Court Clerk's Office
900 Court St.
Lynchburg, VA 24504

Mailing address:
Lynchburg Circuit Court Clerk's Office
PO Box 4
Lynchburg, VA 24505

Please allow 10 days after receipt for your application to be processed. Applicant will be notified upon completion by phone or mail.

VIRGINIA

IN THE COURT FOR THE CITY OF LYNCHBURG

RE: _____
(Petitioner's Name)

PETITION TO PERFORM RELIGIOUS MARRIAGE CEREMONIES

COMES NOW the petitioner seeking authorization to perform marriage ceremonies pursuant to Virginia Code 20-23.

Petitioner's Home Address:

Petitioner is an ordained clergy in the Religious sector of:

Petitioner's Church name:

Petitioner's Church address:

Petitioner's Church phone number:

Petitioner's E-Mail address:

Petitioner's home/cell phone number:

Name:

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Questionnaire;

- A. Are you serving as the Minister of your congregation?
 - B. How long have you been a Minister?
 - C. Is your tenure for a definite period? If so, state the length of your term.
 - D. How many other Ministers are appointed to your Church?
- 1) Describe your credentials for being a Minister (i.e., schooling, degree(s), seminars, etc.)

Petitioner's Signature

*Use attachments if necessary

City/County of _____
Commonwealth of Virginia

The foregoing instrument was sworn to before me, the undersigned Notary,
this day of _____ by _____,
applicant.

My commission expires: _____

Notary Public

Or

Deputy Clerk
Lynchburg Circuit Court Clerk's
Office