

## **REQUIREMENTS AND PROCESS FOR “ONE TIME” CIVIL CEREMONY AUTHORIZATION**

Pursuant to Virginia Code § 20-25, individuals (non-clergy) wishing to perform a wedding ceremony in Virginia must receive authorization through the court prior to performing the ceremony. Authorization will be on a one-time basis only.

### Requirements to become a one-time civil marriage celebrant:

1. Must never have been convicted of a felony.
2. Must be a resident of the City of Chesapeake.
3. Must post a \$500.00 cash bond (see bonding process below).

### The Clerk’s office must receive the following items to initiate the authorization process:

1. Notarized petition (see below). Petition can be completed online and printed.
2. Cash, money order, or certified check in the amount of **\$114.00** payable to the Clerk of the Chesapeake Circuit Court. This fee represents the \$89.00 filing fee and a \$25.00 recordation fee pursuant to Virginia Code § 17.1-275(A)(5).

### The petition and money order/certified check may be mailed or hand delivered to:

Chesapeake Circuit Court Clerk’s Office  
ATTN: Civil Department  
307 Albemarle Drive, Suite 300A  
Chesapeake, VA 23322

**Please allow seven to ten days for processing the petition.** Notification of approval will be via phone or email.

### **Bonding Process:**

The required \$500.00 cash bond must be processed prior to the date of the marriage ceremony. The bond will be returned upon receipt of the marriage license and the Bond Return Request form, which is obtained when submitting the bond.

For further information on this process, please call 757-382-3000.

**VIRGINIA: IN THE CIRCUIT COURT OF THE CITY OF CHESAPEAKE**

IN RE: \_\_\_\_\_  
(Petitioner's Name)

CL \_\_\_\_\_ - \_\_\_\_\_  
(Case number assigned by the court)

**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 § 20-25.

Petitioner has never been convicted of a felony.  
Petitioner resides in the City of Chesapeake.  
Petitioner's current address:

\_\_\_\_\_  
(Street Number, Street Name, City, State, Zip Code)

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

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

Petitioner's email address: \_\_\_\_\_

Names of Marriage Applicants: \_\_\_\_\_

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

The reason I desire to perform this ceremony is: \_\_\_\_\_

\_\_\_\_\_

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

Commonwealth/State of \_\_\_\_\_  
 City  County of \_\_\_\_\_

Subscribed and sworn to/affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_

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