



COMMONWEALTH OF VIRGINIA

Fairfax Circuit Court

4110 Chain Bridge Road
Fairfax, Virginia 22030-4048



RULES AND PROCEDURES FOR FAIRFAX COUNTY CIVIL MARRIAGE CELEBRANTS

1. **Marriage License Procedure:**

- The couple must present to the celebrant a marriage license issued within 60 days of the wedding from any court in Virginia before the ceremony begins.
- Verify the identity of both spouses listed on the license by picture identification prior to performing the ceremony.
- Any corrections to the printed information on the license will need to be addressed with the Clerk's Office that issued the license. If the error is minor, the ceremony may be conducted and the license may be corrected, after the fact. If there is a major error that needs correcting, direct the couple to the Clerk's Office prior to performing the ceremony.
- Complete the license using **black ink only** (as mandated by the Office of Vital Records). Type or legibly print all information in Sections 24-27 on both Copies A & B. Do not use correction tape/fluid or cross out any information on the license.
- It is the celebrant's responsibility to return the signed license to the court of issuance within five (5) days of the ceremony, pursuant to VA Code §32.1-267 (C). The Fairfax Circuit Court Clerk's Office will only accept the completed marriage license **from the celebrant** that performed the ceremony for recording.

2. **Fees & Gratuity, pursuant to Virginia Code §20-27:**

- Any person authorized to celebrate the rites of marriage under §20-25 shall be permitted to charge the parties a fee for the ceremony not to exceed \$50 for each ceremony.
- The celebrant shall be permitted to charge the parties travel expenses to and from the marriage site. Reimbursement shall be at the rate specified in the current general appropriations act of the Commonwealth. Currently that rate is 57.5¢ per mile. Celebrants shall not charge more than the amount set by statute or the general appropriations act.
- Additional fees may be charged if the couple requests additional services or meetings supplementary to the performance of the ceremony, but must be negotiated and agreed upon, in advance, between the celebrant and the parties. Additional fees for service should not be a condition of hire.
- The actual cost of the ceremony together with travel expenses shall be given to the parties at least three days prior to the marriage ceremony.
- Gratuities may be accepted by the celebrant, but a gratuity must not be required by the celebrant to perform the ceremony, nor may the celebrant set or suggest an amount for a gratuity.

3. **Ceremony Locations:**

- An authorized civil marriage celebrant may perform a wedding ceremony anywhere within the limits of the Commonwealth of Virginia.
- The courtyard area of the Courthouse is readily available for ceremonies and pictures are allowed in this area.
- Conference rooms are available in the Courthouse by reservation. The celebrant or the couple must contact the court staff at 703-691-7320 Press 3, Press 7 to reserve a conference room.
- There is a list of government locations available to the public to reserve for ceremonies provided on the Fairfax Circuit Court website.

4. **Photography & Video Recording:** Photography and video recording of weddings taking place in the Courthouse are permitted, by pre-arrangement with the Sheriff. The celebrant shall be responsible to prevent or report misuse of photographic or video equipment in prohibited areas of the Courthouse, per the Order relating to recording equipment and portable electronic devices (CM-2012-48700). Violation of this Order