

West Virginia Secretary of State  
State Capitol Building  
Charleston, WV 25305



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8:30 a.m. – 5:00 p.m. ET

**APPLICATION TO BE PLACED ON  
THE STATEWIDE REGISTRY OF  
PERSONS AUTHORIZED TO PERFORM  
MARRIAGES IN WEST VIRGINIA**

**Filing Fee: \$25.00**

\*\*\* According to WV Code [§48-2-402](#) \*\*\*

Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Mailing Address: \_\_\_\_\_  
(Street / PO Box) (City) (State) (Zip)

County: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Denomination: \_\_\_\_\_

**Authorization:**

You must forward the appropriate information for the following:

1. Applicant must be 18 years of age or older. Show proof by submitting a copy of his/her birth certificate, driver's license, military ID or passport.
2. Applicant shall present certification that he or she is authorized to perform marriages by his/her church, synagogue, spiritual assembly or religious organization
3. Applicant shall present documentation that he/she is in regular communion with the church, synagogue, spiritual assembly or religious organization of which he/she is a member.
4. The application shall provide at least one of the following as a statement of his/her representation of a religious group;
  - a. An official ordination paper from a church, synagogue, spiritual assembly organization, group or school showing that the person is an ordained minister for that group; or
  - b. A letter or document signed by at least two members of a group stating that the person requesting to be registered to perform marriages ministers to that group and is in regular communion with that group.

I certify that the information I have provided is accurate and correct.

\_\_\_\_\_  
**Signature of applicant**

Note: Once this application has been approved in the West Virginia Secretary of State's Office, your name will be listed on the state registry of persons authorized to perform marriages. Contact our office if your status changes or you wish to be removed from the marriage registry.