

Dear

This is to acknowledge receipt of your inquiry regarding the procedures for issuance of a license to marry in the United States Virgin Islands.

Enclosed is an Application for Marriage License to be completed by both marriage applicants. The application must be typed. Upon receipt of the application by our office, an eight-day waiting period is required. Should you have special circumstances that require an exemption from the prescribed waiting period, please check the appropriate box and indicate your reason for the exemption. Thereafter, the marriage license may be issued.

Also enclosed is the License and Certificate of Marriage form to be completed by both marriage applicants. Please complete items 1 - 16 and 27 - 30 only, and enclose (\$50.00) in a U.S. Postal Money Order or Certified Check, payable to the Clerk of the Superior Court (which is non-refundable) and return it to this office with your Application for a Marriage License. Item #18 of the License and Certificate of Marriage form must be sworn to by a Clerk of our Court; therefore, you are required to appear at the Court (Family Division) to complete the form upon your arrival to the island.

Please note that no physical examination or blood test is required as part of the application and licensing process in this jurisdiction. However, if any of the marriage applicants have been previously divorced, it is required that a certified copy of the divorce decree be filed along with the application for examination by the Court prior to issuance of the license. It is further required that each individual present personal identification.

If you desire that your marriage be performed by a Judge of the Superior Court, a date and time will be scheduled by this office upon your arrival. If you wish to be married by a member of the Clergy, you may write directly to the church of your choice. We cannot make arrangements for churches. Should you decide to be married by a Church or clergy member, kindly advise us of its denomination.

As noted above, there is a non-refundable fee of Fifty Dollars (\$50.00) for the Marriage License application process; the fee for the issuance of the Marriage License is Fifty Dollars (\$50.00). Additionally, a fee of Two Hundred Dollars (\$200.00) is required for a marriage ceremony

performed by a Judge of the Court.

On St. Croix, marriage ceremonies are performed by the Court on Wednesdays at 9:00 a.m. On St. Thomas-St. John, marriage ceremonies may be performed at 9:00 daily.

I hope you find this information helpful. Should you have further questions, please do not hesitate to contact the Court's Family Division at (340) 778-9750 (St. Croix) or (340) 774-6680 (St. Thomas-St. John).

Welcome to the Virgin Islands!

Sincerely,

Venetia H. Velazquez, Esq.  
Clerk of the Court

By: \_\_\_\_\_  
Chief Deputy Clerk

Enclosures