

(Please Type)

APPLICATION FOR MARRIAGE LICENSE

We _____ of _____
(Permanent Residence)

and _____ of _____
(Permanent Residence)

do hereby apply for and request that a marriage license be granted us to enter into marriage in _____
_____, Virgin Islands, and we do further respectfully represent that the following
statements are true and correct:

MALE

FEMALE

Full Name _____

SS No. _____

Date of Birth _____

Place of Birth _____

Nationality _____

Usual Residence _____

Parents:

Present Name _____

Maiden Name _____

Place of Birth _____

Previous Marital Status _____

Related to other Applicant? _____

In what degree? _____

Please check this box if you are requesting exemption to the eight day posting requirement explained in the attached marriage information fact sheet.

The court, having reviewed this application for marriage license, determines that special circumstances exist to issue a license without the posting required by title 16 section 38 of the Virgin Islands Code.

We are requesting exemption because of the following special circumstances:

JUDGE

Subscribed and sworn to by each of the parties this _____ day of _____, _____.

License issued this _____ day of _____, _____.

Filed this _____ day of _____, _____.

Clerk of the Territorial Court

By: _____

Deputy Clerk

Requirements when Applying For A Marriage License in the U.S. Virgin Islands.

**1. MARRIAGE APPLICATION FORM
TO BE COMPLETED BY
APPLICANTS (TYPE)**

- a. Full name, age at last birthday
- b. Social Security Number
- c. Date of Birth
- d. Nationality; Usual Residence
- e. Name of Parents (present/maiden place of birth)
- f. Previous Martial Status (widowed, divorced, marriage annulled)

After completion, please return the application to the Court. Applications must be typed. Any application that is not typed will be returned to the applicants. If applicants have been divorced, it is required that a certified copy of their divorce decree be filed along with the application. Applicants should attach a letter with the application detailing:

- a. Date of Visit
- b. Length of Stay
- c. Date of preference if desirous of having the marriage performed by a judge

2. POSTING OF APPLICATION

Virgin Islands law requires that “[b]efore any marriage license is issued, the application for such license shall be posted for public examination in the Office of the

Clerk of the Court for eight (8) days.” The law contains an exception, however, for “special cases.” If you will not be present in the Virgin Islands for eight (8) days preceding your marriage ceremony, you may be exempted from the posting requirement under the “special cases” exemption. Thus, applicants presenting these or similar circumstances may be granted a marriage license without having to comply with the posting requirement. If you need an exemption from the eight-day posting requirement, check the appropriate box on the application form and include a brief explanation of your reason for the request in the space provided.

**3. EXAMINATION OF APPLICANTS FOR
MARRIAGE LICENSE**

Before a Marriage License can be issued, applicants are required to personally appear before the Clerk of the Court, or her designee, to be examined under oath.

- a. Some form of identification is required.
- b. No physical examination or blood test is required.

The Clerk will then notarize your application. Please do not have application notarized prior to appearing before the Court.

4. FEES

All fees are to be paid by certified check, money order or by cash when paying in person. The fee for filing a Marriage Application is \$50.00 which is “non-refundable” and the fee for the Marriage

License is also \$50.00. If the marriage is to be performed by the Judge of the Territorial Court, there is an additional fee of \$200.00 for the marriage ceremony. Marriages are performed Monday through Friday, except holidays. A date and time will be scheduled by the Court upon arrival. The Court cannot make arrangements for churches. Applicants will have to write directly to the denomination of their choice if they wish to be married by a clergy.

OFFICE HOURS

Office hours are 8:00 a.m. through 5:00 p.m. Monday through Friday. The Court is also open on Saturday between the hours of 10:00 a.m. to 12:00 p.m. Additionally, by pre-arrangement, and upon payment of a \$150.00 surcharge per couple, the Court will be available on Sundays and specific holidays between 9:30 a.m. and 10:30 a.m. The Court will not be open for any business on:

New Year's Day	Independence Day
Good Friday	Labor Day
Carnival Saturday	Thanksgiving Day
Memorial Day	Christmas Day

ATTIRE

Although your attire may be casual, wearing apparels such as slippers and shorts are *not permitted* when appearing before the Court.

Enclosed is a brochure on the Virgin Islands that provides you with important information. We look forward to hearing from you, and welcome you to our beautiful United States Virgin Islands.

Virgin Islands Holidays
Title 1, Chapter 1, § 171
Virgin Islands Code

New Year's Day (January 1)
Three Kings Day (January 6)
Martin Luther King, Jr. Day
(January)
Presidents Day (February)
Transfer Day (March 31)
Holy Thursday (March/April)
Good Friday (March/April)
Easter Monday (March/April)
Carnival Friday (April/May)
Carnival Saturday (April/May)
Memorial Day (May)
VI Emancipation Day (July 3)
Independence Day (July 4)
Labor Day (September)
**Columbus Day/
Puerto Rico Virgin
Islands Friendship Day** (October)
D. Hamilton Jackson Day (November 1)
Election Day (November)
Veterans' Day (November 11)
Thanksgiving Day (November)
Christmas Day (December 25)
**Christmas 2nd Day/
Boxing Day** (December 26)

**OFFICIAL PUBLICATION
OF THE
TERRITORIAL COURT
OF THE
VIRGIN ISLANDS**

**TERRITORIAL COURT
OF THE
VIRGIN ISLANDS**



**MARRIAGE INFORMATION
FACT SHEET**

Post Office Box 70
St. Thomas, U.S.V.I. 00804
(340) 774-6680

VIRGIN ISLANDS OF THE UNITED STATES LICENSE AND CERTIFICATE OF MARRIAGE

TYPE/PRINT
IN
PERMANENT
BLACK INK
FOR
INSTRUCTIONS
SEE
HANDBOOK

LICENSE NUMBER

STATE FILE NUMBER

GROOM

1. GROOM'S NAME <i>(First, Middle, Last)</i>		2. AGE LAST BIRTHDAY	
3a. RESIDENCE – CITY TOWN OR LOCATION		3b. COUNTY OR ISLAND	
3c. STATE	4a. BIRTHPLACE <i>(State or foreign Country)</i>	4b. DATE OF BIRTH <i>(Month, Day, Year)</i>	5. SOC SEC NO
6a. FATHER'S NAME <i>(First, Middle, Last)</i>	6b. BIRTHPLACE <i>(State or Foreign Country)</i>	7a. MOTHER'S NAME <i>(First, Middle, Maiden Surname)</i>	7b. BIRTHPLACE <i>(State or Foreign Country)</i>

BRIDE

8a. BRIDE'S NAME <i>(First, Middle, Last)</i>		8b. MAIDEN SURNAME <i>(if different)</i>		9. AGE LAST BIRTHDAY
10a. RESIDENCE – CITY, TOWN OR LOCATION		10b. COUNTY OR ISLAND		
10c. STATE	11a. BIRTHPLACE <i>(State OR foreign Country)</i>	11b. DATE OF BIRTH <i>(month, Day, Year)</i>	12. SOC SEC NO	
13a. FATHER'S NAME <i>(First, Middle, Last)</i>	13b. BIRTHPLACE <i>(State or Foreign Country)</i>	14a. MOTHER'S NAME <i>(First, Middle, maiden Surname)</i>	14b. BIRTHPLACE <i>(State or Foreign Country)</i>	

SIGNATURES

WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE.

15. GROOM'S SIGNATURE	16. BRIDE'S SIGNATURE
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LICENSE TO MARRY

This License Authorizes the Marriage in This State of the Parties Named Above by Any Person Duty Authorized to Perform a Marriage Ceremony Under the Laws of the State of _____

17. EXPIRATION DATE <i>(Month, Day, Year)</i>		
18. SUBSCRIBED TO AND SWORN TO BEFORE ME ON: <i>(Month, Day, Year)</i>	19. SIGNATURE OF ISSUING OFFICIAL	20. TITLE OF ISSUING OFFICIAL

CERMONY

21. I CERTIFY THAT THE ABOVE NAME PERSONS WERE MARRIED ON: <i>(Month, Day, Year)</i>	22a. WHERE MARRIED—CITY, TOWN OR LOCATION	22b. ISLAND
23a. SIGNATURE OF PERSON PERFORMING CEREMONY	23b. NAME <i>(Typed/Print)</i>	23c. TITLE
23c. ADDRESS OF PERSON PERFORMING CEREMONY <i>(Street and Number or Rural Route Number, City or Town, State, Zip Code)</i>		
24a. SIGNATURE OF WITNESS TO CEREMONY	24b. SIGNATURE OF WITNESS TO CEREMONY	

Local Official

25. SIGNATURE OF COURT REGISTRATION OFFICIAL CLERK OF THE TERRITORIAL COURT	26. DATE FILED BY COURT <i>(Month, Day, Year)</i>
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CONFIDENTIAL INFORMATION. THE INFORMATION BELOW WILL NOT APPEAR ON CERTIFIED COPIES OF THE RECORD.

	27. NUMBER OF THIS MARRIAGE – First, Second, etc. <i>(Specify below)</i>	28. IF PREVIOUSLY MARRIED. LAST MARRIAGE ENDED		29. RACE—American Indian, Black, White, etc. <i>(Specify below)</i>	30. EDUCATION <i>(Specify only highest grade completion)</i>	
		By Death, Divorce, Disposition or Annulment <i>(Specify below)</i>	Date <i>(Month, Day, Year)</i>		Elementary/Secondary (0-12)	College 1-4 or 5
GROOM	27a.	28a.	28b.	29a.	30a.	
BRIDE	27b.	28c.	28d.	29b.	30b.	

DEPARTMENT OF HEALTH AND HUMAN SERVICES — PUBLIC HEALTH SERVICE — NATIONAL CENTER FOR HEALTH STATISTICS 1989 REVISION