

THE MARRIAGE BUREAU MISSION & GOAL

The mission of the Marriage Bureau to issue marriage licenses, maintain accurate and complete records of all marriage licenses, and to issue minister authorizations in the District of Columbia.

The goal of the Marriage Bureau is to provide quality service to all customers in a courteous and expedited manner. The Marriage Bureau officiates and schedules all civil wedding ceremonies in the District of Columbia.

HISTORY OF THE MARRIAGE BUREAU

Until 1966, the Marriage Bureau was a division within the U.S. District Court. In 1967, the Marriage Bureau became a part of Superior Court. In November 1987, the Marriage Bureau joined the Family Division of the Superior Court of the District of Columbia.

In January 1998, the Marriage Bureau automated the marriage license process, minister application civil wedding calendar and correspondence database to provide quality service to the people of the District of Columbia. In April 2006, the Marriage Bureau was incorporated into the Domestic Relations Branch of the Family Court.

RESPONSIBILITIES OF THE MARRIAGE BUREAU

The Bureau's responsibilities include:

- ♥ receiving and reviewing applications for marriage licenses;
- ♥ receiving and reviewing applications for authorization to celebrate marriages in the District of Columbia;
- ♥ filing, docketing and file maintenance of all District of Columbia marriage records from 1811 to the present;
- ♥ assisting the public in the review of marriage records;
- ♥ officiating civil marriages within the Court;
- ♥ processing inquiries about Marriage License Search information made in person or through the mail; and

- ♥ assisting parties on "How to File A Petition to Correct a Marriage Record"

THE MARRIAGE BUREAU FEE SCHEDULE

Marriage Application And Marriage Certificate	\$35.00 \$10.00
Minister Registration	\$35.00
Marriage Records w/Seal	\$10.00
Record Search (per name/yr.)	\$10.00
Triple Seal Certificate	\$20.00
Oaths/Affidavits	\$ 1.00
Plain Copy per Page	\$.50

CASH OR MONEY ORDERS ONLY

Marriage Bureau Office Hours

8:30 A.M. TO 5:00 P.M.

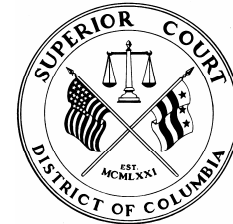
MONDAY - FRIDAY
(EXCEPT LEGAL HOLIDAYS)
Information Line (202) 879-4840

D.C. Superior Court
Marriage Bureau
H. Carl Moultrie I. Courthouse
Room #4485
500 Indiana Avenue N.W.
Washington, D.C. 20001

Revised August 6, 2007

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Marriage Bureau Domestic Relations Branch FAMILY COURT



**H. CARL MOULTRIE I COURTHOUSE
SUPERIOR COURT
OF THE
DISTRICT OF COLUMBIA**

♥MARRIAGE LICENSE INFORMATION♥

- ♥ Marriage License Application Cost: **\$35.00 and \$10.00** for certificate. **Cash or money order: payable to "Clerk of Court."**
- ♥ The minimum age-without the need for consent-to marry in Washington, D.C. is 18 years of age. A 16 year old may marry in Washington, D.C. only with the consent of a parent or guardian. (*Proof: driver's license, birth certificate, or passport.*)
- ♥ **Social Security Number, Address, Date of Birth and Home and Work Telephone Numbers of both parties must be provided upon application. Also, previous marriages information, status, city and state.**
- ♥ There is a **three-day "Waiting Period"** from the date an application is filed to the date a license is issued. (e.g. if one files an application on Monday the license cannot be issued until Friday).
- ♥ **YOU MUST HAVE YOUR RECEIPT TO PICK-UP LICENSE. MARRIAGE LICENSES ARE NOT ISSUED BY MAIL.**

HOW TO SCHEDULE A CIVIL WEDDING CEREMONY

You may request a "CIVIL WEDDING" with 10 business days from the date of filing the application indicating the date and time you would like to have the civil ceremony performed. Please be mindful that we may not be able to accommodate your request. This request must be given to the Deputy Clerk. The parties should contact the Deputy Clerk by telephone to confirm the requested date.

The Deputy Clerk will make the following arrangements:

- ♥ Notify authorized Court-appointed persons who can perform civil marriages.
- ♥ Schedule the Marriage ceremony Room, which hold approximately 10-15 guests.
- ♥ Issue a certified copy of your marriage license on the day of the ceremony.

A Court-appointed official will perform your marriage ceremony and there is no fee for this service.

TO RECEIVE A CERTIFIED COPY OF MARRIAGE LICENSE

- ♥ You must provide the full names of the groom and bride (Maiden included), and date of marriage.
- ♥ Certified Marriage Certificate fee is \$10.00 and \$.50 for a plain copy. Only cash or money order is accepted. Money orders must be made payable to: "Clerk of Court."
- ♥ You may either walk-in or request a copy of marriage license by mail.
- ♥ Triple Seal Certificate fee is \$20.00 payable by cash or money order. If paying by money order, make money order payable to: "Clerk of Court." This certificate is generally used for verification of marriage in another country.

APPLICATION FOR AUTHORIZATION TO CELEBRATE MARRIAGES IN THE DISTRICT OF COLUMBIA

- ♥ Application fee of \$35.00 (cash or money order).

♥ Authorization is only good in Washington, D.C.

♥ Social security number, address, date of birth, home and work telephone numbers must be provided on the application.

♥ You must have an endorser who is of the same religious society as the applicant and who is currently registered with the Marriage Bureau of Washington, D.C. If there is no endorser, the applicant must request the written procedures for "The Registration of Clergy Without Endorser".

♥ Authorization is indefinite for District of Columbia marriage ceremonies.