

INSTRUCTIONS FOR V.I. MARRIAGE LICENSE

There are two forms needed - an Application for Marriage License and License and Certificate of Marriage. PLEASE follow these instructions carefully as the Territorial Court is very strict about the exactness of the forms. Forms that do not comply with instructions will not be accepted by the Territorial Court. The applications must reach the court house office a minimum of 8 days prior to the wedding. If you are within 8 days of your wedding, and you have not submitted paperwork, call your minister right away to make special arrangements.

NOTE: Be sure to include a informal note with the following information: your phone number; the day you plan on picking up the license; and your minister's name.

BOTH FORMS MUST BE TYPED OR IN VERY NEAT BLACK PRINT - no cursive

I. APPLICATION FOR MARRIAGE LICENSE

- This form must be filled out in its entirety by both you and your fiancé.
- Under "Permanent Residence" and "Usual Residence", please provide your complete physical address with zip code.
- Do not use any abbreviations, abbreviations for states are not accepted.
- Previous marital status refers to that of the individuals applying for a license.
- This form must be signed by each of you.
- The lines "License issued this...", "Filed this..." and "By Deputy Clerk are to be left blank.

II. LICENSE AND CERTIFICATE OF MARRIAGE

- Lines 1-16 (Groom - Bride - and Signature sections) and 27-30 (bottom Groom & Bride sections) must be filled out by both you and your fiancé.
- Please note on lines 4a and 11a the CITY AND STATE must be spelled out and is required.
- Please note on lines 4b and 11b the month must be spelled out.
- Please TYPE or Print neatly and do not use any abbreviations.
- The complete street address, city and zip code are required on lines 3a and 10a.
- The form must be signed by each of you.

III. IN CASE OF DISSOLUTION OF PRIOR MARRIAGE

- If either applicant has had a prior marriage the courts require a CERTIFIED divorce decree. This must be the complete decree and must be CERTIFIED with a judge's signature, a copy of a certified will not do. The Territorial Courts must keep the decree so if you do not wish to give up your original you can order another CERTIFIED decree by contacting the court that issued the divorce. Copies from Vital Records or Vital Statistics Departments are not accepted, they must be copies from the clerk of the court where the divorce occurred.
- If either applicant has been widowed, a copy of the death certificate must be attached. No physical examination or blood test is required. Please send both forms, along with decrees if applicable and an informal note referring to your wedding date along with a **\$200 Money Order** made out to the Superior Court of the VI, by Priority Mail - get tracking but not signature confirmation (no one will be there to sign and it will come back to you)

Superior Court of the Virgin Islands
P.O. Box 70
St. Thomas, USVI 00804

If you are cutting it close to the date and want to send it USPS Express then use the address below. You can get tracking and/or signature confirmation. If neither of you have been married before contact Stuart Scott stuart@usviservices.com and he can receive the documents via email or fax and he can file them for you.

Superior Court of the Virgin Islands
Attn: Ms. Brenda Monsanto / Marriage License Application
5400 Veterans Drive
St. Thomas, USVI 00802

Call Court House for your ref#

A week or two after you mail them call them at 340-774-6680 (ask for marriage license department) to verify that your paperwork has arrived. To get better service always start your phone conversation with "good morning" or "good afternoon" - this is a local custom that you will find useful on St. Thomas before handling any business (i.e. talking to a local sales clerk, ordering a burger, getting into a taxi). You will be given a ref # for your marriage license which you don't really need but it lets you know that everything is in order.

*****VERY IMPORTANT***When you call also verify your wedding date does not fall on a Sunday, government holiday, or a Virgin Island holiday. If it does, ask for special instructions as a \$150 fee and/or special pickup hours may apply.**

On St. Thomas go to court house before wedding.

Once you arrive on St. Thomas a quick trip to the courthouse is required to pick up your marriage license. You both will need to bring a Government issued photo ID for your appearance before the Clerk of the Court (Driver's License or passport). Both bride and groom are required to appear in person. Again, remember to say "good morning" or "good afternoon" before getting into business.

The courts are open 8 to 5 Monday to Friday
Saturday 10am to noon. – call to verify
Sunday 9:30am to 11am. – call for appt and extra \$150 charge applies.

After your wedding return signed papers back to court house.

After you receive your papers from the court house then you can get married! After your ceremony your minister & witnesses will sign the papers. Then one of the signed papers needs to be returned to the court house which your minister will do but you will have to wait about a month to get your final paperwork in the mail. Certified copies are \$2 each and get at least 2 copies.