

APPLICATION TO BE PLACED ON THE STATEWIDE REGISTRY  
OF PERSONS AUTHORIZED TO PERFORM MARRIAGES IN WEST VIRGINIA  
According to WV Code §48-2-402

West Virginia Secretary of State  
Building 1, Suite 157-K  
1900 Kanawha Boulevard East  
Charleston WV 25305  
Phone: 1-304-558-6000 or toll free: 1-866-767-8683  
Email: [licensing@wvsos.com](mailto:licensing@wvsos.com)  
Filing fee: \$25.00

Name: \_\_\_\_\_  
(last name) (first name) (middle name)

Mailing Address: \_\_\_\_\_  
(City) (State) (Zip)

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

Authorization:

You must forward the appropriate information for the following:

1. Applicant must 18 years of age or older. Show proof by submitting copy of birth certificate, driver's license, military ID or passport.
2. Certificate/ordination papers from your church or religious organization.
3. Signed letter from two members of the church or religious organization stating that you are in regular communion or other proof of good standing from the church or religious organization.

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