

# VIRGIN ISLANDS MARRIAGE LICENSING INFORMATION

SEND TYPEWRITTEN REQUEST FOR MARRIAGE LICENSE  
APPLICATION to:

The Superior Court of the Virgin Islands  
P.O. Box 70  
St. Thomas, US Virgin Islands 00804  
Phone: (340) 774-6680 X6207  
Fax: (340) 777-8254

Applicants should attach a letter with the Application detailing:

- Date of visit
- Date you plan to pick up your marriage license
- Length of stay

The Superior Court must receive your Marriage License Application form and the License and Certificate of Marriage form 8 days prior to issuing your Marriage license - one month to be safe.

If either applicant has been divorced, it is required that a certified copy of the divorce decree - stamped with a raised seal from the court where the divorce was issued - must accompany the Marriage Application.

If former husband/wife is deceased, a copy of the death certificate must accompany the Application.

A postal money order for \$100.00 made out to the Superior Court of the US Virgin Islands must accompany the Application ( \$50.00 for the application and \$50.00 for the license).

Both applicants must pick up their marriage license in person from the Superior Court with some form of photo identification and a copy of the receipt for the

above postal money order.

Please do NOT have the Application notarized prior to appearing before the Court.

Bring copies of everything you have mailed when you pick up your Marriage license at the Superior Court.

The Court is open 8:00 AM – 5:00 PM Monday – Friday, and 10:00 AM -12 Noon on Saturdays.

The Court will be available on Sundays and specific holidays between 9:30 and 10:30 AM for an additional \$150.00.

The Court will not be open on: New Year's day, Good Friday, Carnival Saturday, Memorial day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day.

Your officiant (minister), Colleen Mader, is certified by the Universal Life Church, and has been approved by the Superior Court of the US Virgin Islands to perform weddings.

Mail the required information by certified mail, return receipt requested. Two weeks before you pick up your Marriage License, call Superior Court Family division at (340) 774-6680 X6207, ask for your License number, and tell her when you will pick up your License.

My fee of \$300.00 includes:

- Guidance through the Simple Steps to your successful wedding.
- Your choice from our selection of wedding ceremonies.
- Performance of the marriage ceremony at the time and place you choose.
- A certified copy of the marriage license.

Please contact me at:

Email: [colleen@simpleislandweddings.com](mailto:colleen@simpleislandweddings.com)

P.O. Box 303462  
St. Thomas, VI 00803  
Phone: (340) 643-3979

[www.simpleislandweddings.com](http://www.simpleislandweddings.com)

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Thank you.  
Colleen Mader,  
Wedding Officiant