

Marriage Application by Affidavit Process

- 1) Use the [ONLINE MARRIAGE APPLICATION VIA EAGLEWEB](#)
 - Click Enter to Login then click Public Login
 - Select Applications on Menu above.
 - Click New to start application
 - If you want to use the affidavit process, we ask that you enter an email for at least one party so we can contact you with any questions regarding the application and we have an email to send the affidavit.
- 2) [Contact us](#) with the OLM number that you receive after completing the application. **We will not prepare an affidavit unless you contact us to let us know that you want an affidavit.**
- 3) Once we receive the request, we will email the affidavit or mail it to Party A's address if an email is not provided.
- 4) The affidavit will need to be signed in front of a notary. If both parties cannot visit the notary at the same time, you can print two copies to sign separately. If you are unable to print the affidavit that was emailed to you, contact our office at 540-564-3126 and we will mail it to you.
- 5) Once the affidavit is notarized, you can either:
 - mail the affidavit into the office with \$30 payment by check or money order or you can complete the bottom portion to pay by credit card. License will be mailed to requested address.

Mail to:
Rockingham County Circuit Court
ATTN: Marriage Affidavit
80 Court Square
Harrisonburg, VA 22802

- bring notarized affidavit to the Clerk's Office during normal office hours, 8:30am-4:30pm, Monday-Friday. Payment can be made by cash, check, money order or credit card with surcharge. License will be printed while you wait. Both parties do not need to be present for this option.