



# Certified Copies of Marriage Licenses



There are several ways to request copies of our records from our office:

## Online:



- See [How to Request a Certified Copy Online](#)
- Requests received before 4:00 PM on a business day will be processed and mailed on the same day. Requests received after 4:00 PM, on weekends or a holiday will be processed and mailed the next business day.

## In Person:



- The Clerk's Office is located at 80 Court Square, Harrisonburg, VA. The Deed Room is located on the first floor to the right of the elevator.
- Office hours are Monday - Friday, 8:30am-4:30 pm, excluding holidays.
- Certified copies are \$2.50 each, non-certified copies are 50¢ each; we accept cash, checks, money orders and credit cards. All credit card transactions will include a 4% surcharge.
- We are able to issue copies as soon as we receive the license from the officiant after the ceremony. The officiant has 5 days to return the license to our office per §32.1-267(C).

## Phone:



- Payment must be made over the phone by credit card only. Certified copies are \$2.60 each, non-certified copies are 52¢ each. Certified copies must be mailed due to the seal.
- Copies can be requested at 540-564-3126 or 540-564-3124.

## Mail:



- Please provide names of the parties and date or at least the year of marriage. Indexes are available for free at [www.rockinghamcountyva.gov/sra](http://www.rockinghamcountyva.gov/sra) to verify that we have the license here.
- Certified copies are \$2.50 each. Non-certified copies are 50¢ each. Checks or money orders should be made payable to Clerk of Court.
- You can mail a request along with payment for copies and a self-addressed stamped envelope for return to our office at:

Rockingham County Circuit Court  
Attn: Marriage  
80 Court Square  
Harrisonburg, VA 22802

## *For licenses issued by another office:*

If you know which office issued the license, contact that office directly. If you are unsure of which circuit court issued the marriage license, you can request a copy of the license through the Office of Vital Records. You may also obtain a certified copy from your local Virginia Department of Motor Vehicles if the license was issued in Virginia, however due to the cost difference, we recommend getting it from the issuing office, if possible. Please note that the ceremony location and the issuing office location may vary as the ceremony can be held anywhere within the Commonwealth and the license is returned to the issuing office.