

MARRIAGE PROCEDURE

PLEASE DO NOT SEND IN THE APPLICATION UNTIL ONE MONTH PRIOR TO YOUR WEDDING. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

- I. Complete Marriage Application
 - A. Submit to Superior Court of the USVI- One month prior to the ceremony date. Also inform them of the day you intend to pick up the license.
 - B. "Parents"- State both parents' names
 - C. "Mother's maiden name"- For both Bride and Groom
 - D. "Place of birth"- For both parents
 - E. Previous marriages - Certified copy of divorce or death certificate must accompany application.
- II. The following must accompany the Marriage Application:
 - A. A letter detailing arrival and departure dates, location of stay (Wyndham Sugar Bay), On-Island contact: (Wyndham Sugar Bay Wedding Department)
 - B. A certified check or money order for \$100.00 (50.00 – Non-refundable for application fee and \$50.00 – Marriage license fee)
- III. It is recommended that you send this information via Federal Express or Express Mail in order to have a tracking number to confirm its receipt. You also have the option to send it regular mail.

Make copies of the information that you send to the court, and bring them with you to St. Thomas.

- IV. Mail to:
Superior Court of the Virgin Islands
5400 Veterans Drive
St. Thomas, USVI 00802
Phone: (340) 774-6680, Ext. 6207

PLEASE READ THOSE INSTRUCTIONS CAREFULLY.
DO NOT SEND THE MARRIAGE LICENSE INFORMATION TO
WYNDHAM SUGAR BAY!

- V. **Once in St. Thomas you will need to pickup your license at the Superior Court in Downtown, Charlotte Amalie.**
 - ◆ No physical exam or blood test required.
 - ◆ No restrictions regarding arriving on island prior to your ceremony. Keep in mind you must go to the courthouse for the signing of the license. It is open Monday-Friday from 9:00am to 5:00pm, and Saturdays from 10:00am to 12:00 Noon. Closed on Holidays. (There are 20 legal holidays observed in St. Thomas. Verify in advance with the Wedding Coordinator, that your dates are not in conflict with one of these holidays.)
 - ◆ This application will be notarized at the Superior Court.
 - ◆ If you were previously married, a certified copy of your most recent original decree must be sent.
 1. The divorce must be final 30 days prior to the application date.
 2. The decree must show a raised seal or stamp.
 3. "Certified" means from the court in which you were divorced - not notarized.
 4. It must be the original certified copy.

