

WASHINGTON COUNTY COVID-19 CIVIL CEREMONY INFORMATION
(Executive Order 2020-05-13-02)

LOCAL REQUIREMENTS

To accommodate provision VI of the Governor's Executive Order, our office will begin performing Civil Ceremonies by Skype on June 16, 2020. To properly plan for these ceremonies, the parties must adhere to the following:

1. The parties **must** make an appointment with this office at least two days prior to the desired ceremony date as follows:

Ceremony Appointment Times:

Tuesday to Friday
9:00 am – 12:00 pm (noon)
1:00 pm – 3:00 pm

2. The parties **must** pre-pay the required ceremony fee and return the original Marriage License as follows:
 - a. \$25.00, payable by **cashier's check or money order**
 - b. Return the original Marriage License, as issued by this office
 - c. Submit both by mail or drop-box (24 Summit Ave Hagerstown, MD 21740)

Both items must be in possession of the Clerk at the time of the scheduled appointment, it will be rescheduled

3. The parties **must** agree to use the Skype platform for the ceremony **and** pre-load/install the required app/software prior to the appointment, or it will be rescheduled
4. The parties **must** affirm that they are in Washington County for the ceremony (see note below)
5. The parties **must** be in the same room/area (see note below)

** VI. An authorized official **may**, from a different physical location than the parties to be married, perform a marriage ceremony through the use of video conferencing **provided that the parties are both physically present at a single location in the county where the marriage license is issued.**"*

This process will remain in place until the state of emergency has been terminated and the proclamation of the catastrophic health emergency has been rescinded, or until rescinded, superseded, amended, or revised by additional orders.