

FAIRFAX CIRCUIT COURT

How to Request a Certified Copy of your Final Decree of Divorce or Other Orders by Submitting a Mail Request

You can request a certified copy of your Final Divorce Decree, or other orders, ***by mail***.

Pursuant to [Virginia Code §17.1-275 \(8\)](#) the first copy of a **Final Order** is free. Please be sure to indicate in your letter to the Clerk's Office if this is your first Certified Copy of a **Final Order**.

Office Mailing Address:

Fairfax Circuit Court
Attention: File Room Copy Center
4110 Chain Bridge Road, Suite 320
Fairfax, VA 22030

Please provide the following information in your letter:

- Case number and/or the year the divorce/order was finalized
- Full names of both parties
- A self-addressed stamped envelope
- A certified check or money order made payable to "Clerk of Circuit Court"
No Personal Checks Accepted
- \$3.00 per certified copy of Final Divorce Decree or Order