

## For an attorney or petitioner:

When accepting, signing, and returning the VS4 form, Commonwealth of Virginia – Report of Divorce/Annulment, please be sure the following details are included and reviewed for acceptance.

- The appropriate circuit court is noted on the form- specify city or county.
- The information pertaining to both parties in Sections # 2-19 are complete.
  - Item 6 & Item 15 *sex of parties* is optional.
- The details pertaining to the marriage and divorce in Sections # 20-30 are complete.
- The type of decree is noted.
- All original signatures are complete.
- All appropriate items are completed or their omission is accounted for.
- All information is true and correct.
  
- An original and appropriate form is used.
- Dates are completed in one of the following formats: mm/dd/yyyy OR month, day, year
  - Ex. 03/03/2023
  - Ex. March 3, 2023
- The document is not damaged, stained, or torn.
- The document does not contain alterations or erasures.
- The certificate is completed in black unfading ink.

Requirements for completion may be found in the Virginia Administrative Code, *12VAC5-550-150 Requirements for Completion*.



Before you submit your paperwork. Please review all details again to ensure there are no typographical errors, misspellings, corrections, or erasures on the certificate.