

# Certified Copy of Marriage Certificate

There are two methods to obtain a certified copy of your marriage record.

1. Come to the office where you received your marriage license at 50 E. Columbia St. 5<sup>th</sup> Floor Springfield, OH 45502. If you call ahead at 937-521-1846, the clerk can have them ready for pick up. Marriage Records are public records, anyone can pick them up, and no identification is required.

If you got married out of State, you will need to contact the county where you applied for your license in order to obtain a certified copy.

2. Request a copy by mail by filling out and sending in a Marriage license Certified Copy order Form, Marriage License Certified Copy Order Form, self-addressed, stamped return envelope, and a check or money order payable to Clark County Probate Court or cash for each copy requested. Mail request to Clark County Probate Court, 50 E. Columbia St. 5<sup>th</sup> floor, Springfield, OH 45502.

From September 17, 1993, to the present, copies are \$2.00 per copy.

Prior to September 17, 1993, copies are \$5.00 for the first copy and \$2.00 for additional copies.

Once we receive your request by mail, please allow a 1–2-day turnaround time plus postal delivery time. Should a problem arise with your order, you will be contacted by telephone or email.

If additional information is needed, please contact the marriage clerk, at 937-521-1846.