

Clark County Probate Court

Marriage License Certified Copy Order Form

To obtain copies of your Marriage Certificate, it will be necessary for you to send us the following information:

Complete name (First, middle, last name) of Applicant 1 as it appears on the Marriage License _____

Complete name (First, middle, last name) of Applicant 2 as it appears on the Marriage License _____

Date of Marriage, if unknown, approximate year _____

Number of copies requested _____

Contact Name, phone number & email address (in case our office needs to contact you regarding this request)

Please complete the above information and return it to this office along with your payment

September 17, 1993, to the present, copies are 2.00 for each copy

Prior to September 7, 1993, copies are \$5.00 for the first copy and \$2.00 for additional copies.

Send a **self-addressed stamped envelope** for the return of your request. Mail your request to:

Clark County Probate Court
50 E. Columbia St. 5th Floor
Springfield, OH 45502
(937) 521-1846