

PROBATE COURT OF SHELBY COUNTY, OHIO

HOW TO OBTAIN A CERTIFIED COPY OF YOUR MARRIAGE LICENSE

Please be advised, these instructions only apply if your marriage record is on file with the Shelby County Probate Court (which means you applied for your marriage license in this county). To receive a copy of this legal document, either apply in person at the Probate Court Clerk's Office during regular business hours (M-F 8:30 a.m. - 4:00 p.m.) or fill out the form below and mail it along with a **self-addressed, stamped envelope** to the address below. The cost is **\$3.00 per certified copy**; send a cashier's check or money order payable to Shelby County Probate Court. Please do **not** send a personal check if you are not an Ohio resident. The Court must have received the Marriage Certificate from the person who solemnized your ceremony in order to issued a certified marriage record.

APPLICATION FOR CERTIFIED COPY OF MARRIAGE LICENSE

Applicant #1 Name (as it was at time of application) _____

Applicant #2 Name (as it was at time of application) _____

Date of Marriage _____

MAIL THIS FORM TO:

Shelby County Probate Court
County Courthouse
100 E. Court St., Second Floor
P.O. Box 4187
Sidney, Ohio 45365-4187

VERY IMPORTANT

**ENCLOSE \$3.00 FOR EACH CERTIFIED COPY REQUESTED, AS WELL AS A
SELF-ADDRESSED, STAMPED ENVELOPE.
PERSONAL CHECKS FROM OUT-OF-STATE CUSTOMERS ARE NOT ACCEPTED**

CHANGING YOUR NAME?

If you are changing your last name you will want your SOCIAL SECURITY CARD to reflect your new last name. This does not change your number. You may telephone 1-800-772-1213, or you may take your card (or stub if you lost your card) to the nearest SOCIAL SECURITY OFFICE and complete an application there. You must provide two documents, such as MARRIAGE LICENSE, DRIVER'S LICENSE (in prior name), etc. that show both your old and new names. You may also visit the Social Security Administration website, www.ssa.gov.