

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. To receive a copy of this legal document, either apply in person at the Probate Court Clerk's Office, or fill out the form below. Mail the form along with a **self-addressed, stamped envelope** to the address below. The cost is **\$3.00 per copy**. Send a cashier's check or money order payable to Shelby County Probate Court. Please do not send cash, and do not send a personal check if you are not an Ohio resident. We must have received the Marriage Certificate return from the person who solemnized your ceremony in order to certify the license.

APPLICATION FOR CERTIFIED COPY OF MARRIAGE LICENSE

Groom's Name _____

Bride's Name (as it was at time of application) _____

Date of Marriage _____

REQUESTED BY: _____

MAIL TO:

Shelby County Probate Court
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.**

**CASH OR PERSONAL CHECKS FROM OUT-OF-STATE CUSTOMERS
ARE NOT ACCEPTED**

CHANGING YOUR NAME?

If you are a bride changing your last name to that of your groom, 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.