

PROBATE COURT OF HAMILTON COUNTY OHIO

HOW TO OBTAIN AN **EXEMPLIFIED/ AUTHENTICATED** RECORD OF YOUR MARRIAGE LICENSE

Please be advised, these instructions only apply if your Marriage Record is on file with the Hamilton County Probate Court.

THERE ARE TWO OPTIONS:

1) **Apply in Person:**

- These records are located on the 9th floor in the Records Department.
- This request can take up to 5 days to complete.
- The fee is \$3.00 payable by cash or credit and may be paid in advance. A self-addressed stamp envelope must be provided for mailing (*no personal checks*).
- If desired, once completed it may be picked up.
- Cashier department hours are from 8:00am to 3:45pm.

2) **Apply by Mail:**

- Complete and mail in this form to the address below.
- Include a contact number for possible issues or questions.
- Must include a self-addressed stamped envelope.
- The fee is \$3.00 (per copy) payable by money order or cashier check (*no cash or personal checks*) made out to the "Hamilton County Probate Court".
- Once received, it may take up to 5 business days to return.

APPLICATION FOR CERTIFIED ABSTRACT OF MARRIAGE

Marriage License Number (if known): _____

NAMES TO BE SEARCHED:
(Names prior to marriage)

DATE MARRIAGE SOLEMNIZED:

Telephone Number:

MAILING ADDRESS: Hamilton County Probate Court
William Howard Taft Center
230 East 9th Street
Attn: Records Department
Cincinnati, Ohio 45202

PHONE NUMBER: 513-946-3551