

INMATE MARRIAGE

1. One applicant **must be a resident of Hamilton County**. The incarcerated person must be in a facility in Ohio.
2. Before the couple can apply, permission for the marriage **must be granted** by the appropriate official of the institution.
3. A letter **must be provided** to Probate Court from the institution official. This letter may be faxed to Probate Court. Our fax number is: (513) 946-3577.
4. If the institution official gives permission for the marriage to take place, the applicants must provide an Attorney or Ohio Notary Public, at their own expense, to witness the incarcerated individual's signature and administer the oath.

Cincinnati Bar Association
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5. The non-incarcerated applicant must submit a letter to Probate Court stating where the incarcerated person is located, how long they will be incarcerated, and their Attorney or Ohio Notary Public's contact information.
6. The Attorney or Ohio Notary Public will need to make an appointment with the Probate Judge in order to be sworn in as a special deputy clerk for purposes of completing the requisite paperwork at the facility.
7. Once Probate Court receives the letter of permission, the non-incarcerated applicant's letter, and the Attorney or Ohio Notary Public has been deputized, the non-incarcerated applicant must come to the Probate Court to fill out the marriage license application.
8. Non-incarcerated applicant will need to fill out **both** the First Applicant and Second Applicant sections of the application with the following information and provide valid photo ID.
 - Full names
 - State and County or Country of residence
 - Social Security Numbers
 - Dates of Birth
 - State or Country of birth
 - Parents' full names and mother's maiden names
 - Current Addresses
 - Divorce Information for both applicants, along with a certified copy of each applicants most recent Divorce Decree
9. Payment of \$75.00 for the marriage license must be made at the time application is processed. Cash or credit cards (Visa, MasterCard, American Express, and Discover) are accepted. Checks are not accepted. There is an additional fee when paying with a Credit Card: See our office for details.
10. After the application is completed and paid for, the applicant will take the Abstract of Marriage to be signed by both parties, at the institution, in the presence of the deputized Attorney or Ohio Notary Public. The deputized Attorney or Ohio Notary Public will then sign in both applicants presence.
11. The Abstract of Marriage **must be signed and returned to the court within seven (7) days**.
12. The license will be issued at the time of the original application and is valid for sixty (60) days from that date. The license is valid for the marriage ceremony when **all of the requirements** listed above are completed.