

MARRIAGE LICENSE PROCEDURES UNDER

COVID – 19

1. Complete the attached marriage application worksheet and return it to the court by email, fax or mail.
2. If there is an emergency or urgent reason that you need the marriage license please identify the urgent need in your correspondence.
3. Marriage licenses will be issued by appointment only. Appointments will be scheduled after the Court receives your application worksheet.
4. If both parties live in Ohio, at least one party must be a resident of Miami County. If the applicant's address on their I.D. does not reflect that they live in Miami County, they need to submit proof that they actually do reside in the county. Acceptable forms of proof are a utility bill, lease, pay stub, auto registration, etc.
5. As a reminder to citizens, licenses are valid for up to 60 days from the date of issuance.
6. The Court is encouraging applicants to submit exact change for their marriage license (\$49, \$50, \$55).
7. Certified Copies of a Marriage License: Parties are encouraged to request certified copies of their marriage license through the mail. Include the names of both applicants, the date of marriage and a self-addressed stamped envelope along with a check or money order for \$2.00 for each copy requested. For your convenience, there is a request form on the Court's website (www.miamicountyohio.gov/286/Marriage-Licenses) under Request a Certified Copy of Your Marriage License.
8. The Court's contact information is:

Website: www.miamicountyohio.gov/135/Probate

Email: probatefile@miamicountyohio.gov

Fax: 937.440.3529

Mail: Miami County Probate Court

Safety Building, 201 W. Main St.

Troy, OH 45373

Fax: 937.440.3529

Telephone: 937.440.6050