

MARRIAGE LICENSE INSTRUCTIONS

- Step One:** Click on the website address below and complete the online Marriage License Application at: <https://apps.greenecountyohio.gov/probate/marriageapp.aspx>. Once you have filled out the information for Applicant 1 and Applicant 2 it will ask if you would like to schedule an appointment to finalize. You must schedule an appointment. We no longer accept walk-ins.
- Step Two:** When you schedule an appointment, you will select a day and time for your appointment. Then you will select appointment type (Zoom or In-Person). Please enter each applicant's e-mail, then click next. Submit it automatically with the "Finish and Submit" button.
- In-Person: If you have chosen In-Person, you will simply show up at your scheduled day and time. Please be sure to bring all documents, if applicable, with you as stated on the Marriage License website <https://www.greenecountyohio.gov/456/Marriage-License>. You may skip down to *Step Seven* for In-Person appointments.
- Zoom: If you have chosen a Zoom appointment, you will be e-mailed the Zoom instructions, Oath and the link for online payments by the Marriage Clerk. Please watch for an e-mail from marriagelic-noreply@co.greene.oh.us / Digisigner.com. Follow **all** of the remaining steps below.
- Step Three:** Both applicant's most recent divorce decrees and/or Name Change Judgments (if applicable) must be sent to the Court by e-mail to marriagelic-noreply@co.greene.oh.us or fax to (937) 562-5316 before your appointment, or use the share screen during your scheduled zoom appointment. Please also refer to the Marriage License website at <https://www.greenecountyohio.gov/456/Marriage-License> to ensure that there is nothing else additional that you need (i.e. interpreter, minor parents' signature, etc.)
- Step Four:** The day prior to your scheduled Zoom appointment, the Marriage Clerk will e-mail you the Zoom instructions, Oath and the link for online payments. Please watch for an e-mail from marriagelic-noreply@co.greene.oh.us / Digisigner.com. The Oath will be signed during your appointment. The Marriage License Application fee must be paid online by credit or debit card prior to the Zoom appointment.
- Step Five:** Your Zoom appointment will take place. Please be sure to only sign on to Zoom up to 5 minutes early. We do not want interruptions during another couple's appointment. Also, please do not be late. The Marriage Clerk will only wait for 5 minutes before rescheduling your appointment.
- Step Six:** Once payment is received and the Zoom appointment is complete, the Court will send you your Marriage License, the Certificate of Marriage Ceremony and additional marriage information by e-mail.
- Step Seven:** *The Marriage License is only valid for 60 days. If it expires before you are able to get married, you will need to complete the entire process again along with the Application fee.* You may now get married. The Officiant who performs your marriage ceremony will need to complete and sign the Certificate of Marriage Ceremony. You should keep a copy of the Certificate for your records, too.
- Step Eight:** The Certificate must be submitted back to the Probate Court by regular mail, fax at (937) 562-5316 or by email at marriagelic-noreply@co.greene.oh.us within 30 days after your marriage ceremony.
- Step Nine:** The Court will process the Certificate and input the information into our marriage record system. You may obtain an electronic Certified Marriage Record by going to <https://apps.greenecountyohio.gov/marriages/>. You may request Certified Marriage Record copies with the raised seal by mailing \$2.00 cash or money order per copy to the Probate Court, 45 N. Detroit St., Xenia, OH 45385. **NOTE:** Your first Certified is free and any additional are \$2.00 each. Please utilize the request form the Marriage Clerk gave or e-mailed to you.

**If you have any questions regarding this process, please call
Greene County Probate Court
(937) 562-5284
8:30 am to 3:30 pm
Monday through Friday**

