

# MARRIAGE CERTIFICATE REQUEST FORM

(USE THIS FORM FOR MAIL-IN REQUESTS ONLY)

**Attention!**

This request must be made before attempting to change spouse's name on name documents.

Applicant 1's Name: \_\_\_\_\_  
First Middle Last (at time of application)

Applicant 2's Name: \_\_\_\_\_  
First Middle Last (at time of application)

Date of Ceremony: \_\_\_\_\_  
Month Day Year

Number of Copies Requested: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The first copy is paid for when the license is purchased. Each additional copy is \$2.00. Cash, money order or, cashier's check (payable to Greene County Probate Court) are the only acceptable forms of payment by mail. We do NOT accept personal checks.

Requests can be made in person during Marriage License Bureau hours (8:30 a.m. – 3:30 p.m.) or by mailing request form to:

**Greene County Probate Court  
Attention: Marriage Records  
45 N. Detroit Street  
Xenia, OH 45385**

You must enclose a SELF-ADDRESSED STAMPED ENVELOPE to receive the copies that you request.

**Please DO NOT make this request until after your Marriage has been recorded by the Probate Court.**