

MARRIAGE LICENSE PROCEDURES

1. Marriage licenses are being issued by **appointment only**. Please email the court at probatefile@miamicountyohio.gov for an appointment.
2. The Court's hours are: **Monday – Thursday, 8 a.m. - 4 p.m. and Friday, 8:30 a.m. - 4 p.m.**
3. For your convenience, you may apply online anytime for your marriage license at the link on our website. A few moments after you submit the application, a confirmation page will appear, on which you will find the information as you entered it as well as a 10 digit tracking number. Print or take a picture of the confirmation page / tracking number and email that to the Probate Court. The Court will then schedule an appointment with you. **Allow 20 minutes to obtain your marriage license at the Court, if you applied online.**
4. If you choose not to apply online, you must still email the Court for an appointment. You will be asked to sit at a public terminal and apply online. **Allow 1 hour to obtain your marriage license if you apply at the Court's public terminal.**
5. If there is an emergency or urgent reason that you need the marriage license please identify the urgent need in your correspondence.
6. After you are married, certified copies of your marriage license will be needed to prove the marriage. As a courtesy to you, you may prepay for these at the time you obtain your license. The cost is \$5. The Court will then mail 2 certified copies of your marriage license to you upon return of proof of your marriage. If you choose not to prepay, certified copies can be obtained from the Court any time after the Court receives return of proof of your marriage.
7. The cost is \$55 you can pay by Cash or Debit / Credit card. There is a \$2.00 convenience fee for using a card.
8. Both applicants must go together to the Court to purchase the license.

9. As a reminder to citizens, licenses are valid for up to 60 days from the date of issuance.
10. 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/MarriageLicenses) under Request a Certified Copy of Your Marriage License.
11. The Court's contact information is:
 - Website: www.miamicountyohio.gov/135/Probate
 - Email: probatefile@miamicountyohio.gov
 - Mail: Miami County Probate Court
 - Safety Building, 201 W. Main St.
 - Troy, OH 45373
 - Fax: (937) 440-3529
 - Telephone: (937) 440-6050