



# Marriage Record Request Form



Union County provides this Marriage Record Request Form to efficiently manage your request for records and to avoid delays and confusion. *A written request is not mandatory, and you may decline to identify yourself.* If you do not wish to make a written request, or do not wish to reveal your identity, please call the Union County Records Center & Archives at (937) 645-4177 or Office of the Union County Probate Clerk at (937) 645-3029 to make your request.

Date of Request: \_\_\_\_\_

Requestor Name (Not Required): \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Email (Optional): \_\_\_\_\_

## Marriage Record Information

*Please provide as much specific detail as possible so the office can identify the Marriage Record that you seek. You may attach additional pages, if necessary.*

Applicant 1 Name: \_\_\_\_\_  
First Middle Last (at Time of Application)

Applicant 2 Name: \_\_\_\_\_  
First Middle Last (at Time of Application)

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

Do you want a *Certified Copy* of the Marriage Record?  Yes  No

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

**Certified photocopies of marriage records are \$2.00 each. Regular, uncertified photocopies of marriage records are \$0.10 each.**

To receive certified or regular photocopies of the requested Marriage Record, please:

- Include check or money order payable to the Union County Probate Court for the total amount due.
- Mail this request with payment to the Union County Probate Court, 215 W. Fifth Street, Room B06, Marysville, Ohio 43040.
- Include a self-addressed, stamped envelope for the return of your document(s).

Requests for copies of records will not be processed without receipt of payment. Payment will not be accepted over the phone. Although you can send cash payment through the mail, it is not recommended.

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Request Number: \_\_\_\_\_ Request submitted via:  E-mail  Mail  Fax  In Person  Telephone

