

**LUCAS COUNTY PROBATE COURT  
JUDGE JACK R. PUFFENBERGER**

**Marriage License Certified Copy Order Form**

To obtain copies of your "Marriage Certificate", it will be necessary for you to send us the following information:

***Volume & Page Number or Case Number:*** (if available)

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***Name of Applicant 1:*** (as it appears on the Marriage License)

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***Applicant 1's date of birth:*** \_\_\_\_\_

***Name of Applicant 2:*** (as it appears on the Marriage License)

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***Applicant 2's date of birth:*** \_\_\_\_\_

***Approximate date of marriage:*** (Month, Day and Year)

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***Number of copies requested:*** \_\_\_\_\_

***Contact Name & Phone Number:*** (In case our office needs to contact you regarding this form)

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Please complete the above information and return it to this office along with two dollars (\$2.00) per copy. Currently we are only accepting online and mail in certificate requests. This form can only be mailed in. Payments that are mailed **MUST** be made by **MONEY ORDER ONLY**, payable to: Lucas County Probate Court.

**WE DO NOT ACCEPT PERSONAL CHECKS. CASH IS ONLY ACCEPTED WHEN MAKING PURCHASES IN PERSON IN THE MARRIAGE LICENSE BUREAU.**

Also send a self-addressed stamped business size envelope for the return of your request. Please mail your request to:

Lucas County Probate Court  
Attn: Marriage License Bureau  
700 Adams Street  
Toledo, Ohio 43604