

# Lucas County Probate Court

700 ADAMS STREET, SUITE 200, TOLEDO, OHIO 43604-5660  
TELEPHONE (419) 213-4775 FACSIMILE (419) 213-4764  
e-mail address – info@lucas-co-probate-ct.org  
Web Site – www.lucas-co-probate-ct.org

**JACK R. PUFFENBERGER**  
JUDGE

**SUSAN A. BRAITHWAITE**  
COURT ADMINISTRATOR

**NANCY A. MILLER**  
CHIEF MAGISTRATE



**MAGISTRATES**

TREVOR N. FERNANDES  
PAUL E. JOMANTAS  
MARIA Q. MORGAN  
LINDA KNEPP

This envelope contains your Marriage License, a Social Security form **TO BE RETURNED TO YOUR LOCAL SOCIAL SECURITY OFFICE** in order to change an applicant's last name, and a form for any additional proof of marriage copies you may need.

I would like to take this opportunity to extend my very best personal wishes to you, your families, and your friends upon this happy occasion.

*All applicants must be married in Ohio. Residents of Lucas County can be married anywhere in the State of Ohio. Applicants living outside the state of Ohio must be married in Lucas County.*

The enclosed Marriage License is in two sections. The entire Marriage License should be given to the person who will officiate your wedding ceremony. The License should have been signed by a Deputy Clerk. The top section, with the gold seal, will be given back to you by the Officiant and becomes a keepsake. The bottom section (Marriage Certificate) will be completed by the person who solemnizes your marriage and that person is responsible for returning this section to the Lucas County Probate Court in the brown envelope provided.

At the time you purchased your Marriage License, you also ordered one or more certified copies of your Marriage Certificate. The copy (or copies) will be mailed to you and is your legal proof of marriage. Should you ever need additional copies, you can use the enclosed form to request copies through the mail. You may also request additional copies in person at the Marriage License Department of the Lucas County Probate Court. Certified copies of the Marriage Certificate are \$2.00 each, payable in cash or money order only.

Contact your local Social Security Administration and Driver License Bureau with any questions or concerns about changing your last name.

Again, my best wishes for a long and happy married life.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Jack R. Puffenberger', written in a cursive style.

**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. 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