

PROBATE COURT OF HAMILTON COUNTY OHIO

HOW TO OBTAIN AN EXEMPLIFIED/AUTHENTICATED RECORD OF YOUR MARRIAGE LICENSE

Please be advised, these instructions only apply if your Marriage Record is on file with the Hamilton County Probate Court. To receive a record of this legal document, either apply in person at the Marriage License Department, Room 10130, or fill out the form below. Mail the form along with a *self-addressed, stamped envelope*, to the address below. The cost is \$ 3.00 per record. Send, *Cashier's Check or Money Order*, no personal checks, made out to "Hamilton County Probate Court". We must have received the Marriage Certificate return from the person who solemnized your ceremony in order to complete your request.

APPLICATION FOR EXEMPLIFIED/AUTHENTICATED ABSTRACT OF MARRIAGE

Groom's Name _____

Bride's Maiden Name
(Or name at time of application) _____

Date Marriage Solemnized _____

Marriage License Number (if known) _____

RETURN TO:

NAME

STREET

CITY, STATE, ZIP

TELEPHONE

MAIL TO:

Hamilton County Probate Court
Records Department
William Howard Taft Center
230 E. Ninth Street,
Cincinnati, Ohio 45202-2145

VERY IMPORTANT
ENCLOSE THREE (\$ 3.00) DOLLARS FOR EACH COPY REQUESTED
WE DO NOT ACCEPT PERSONAL CHECKS

CHANGING YOUR NAME?

If you are a bride changing your last name to that of your groom, you will want your SOCIAL SECURITY CARD to reflect your new last name. This does not change your number. You may telephone 1-800-772-1213, or you may take your card (or stub if you lost your card) to the nearest SOCIAL SECURITY OFFICE. You must provide two documents, such as MARRIAGE LICENSE, DRIVER'S LICENSE (in prior name), etc. that show both your old and new names.