

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@lucasprobate.org
Web Site – www.lucasprobate.org

JACK R. PUFFENBERGER
JUDGE

SUSAN A. BRAITHWAITE
COURT ADMINISTRATOR

NANCY A. MILLER
CHIEF MAGISTRATE



MAGISTRATES

TREVOR N. FERNANDES
STEVE CASIERE
NEDAL N. ADYA
SUE FREDERICK

I would like to take this opportunity to extend my very personal wishes to you, your families, and your friends upon this happy occasion. Please read carefully the following information:

Please be aware that Ohio Law requires that your marriage Officiant must be licensed by the Ohio Secretary of State prior to solemnizing your marriage. It is up to you check to verify their licensure. To find out if your Officiant is licensed in the Ohio Secretary of State, please call (614)466-8770 or visit the Ohio Secretary of State, Ministers Search, at www.ohiosos.gov/records

If you are a resident of Ohio your marriage may be solemnized anywhere in Ohio. If you are not an Ohio resident, your marriage must be solemnized in Lucas County, Ohio.

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 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. The Officiant is required by law to return the certification to the Court within 30 days after performing the ceremony.

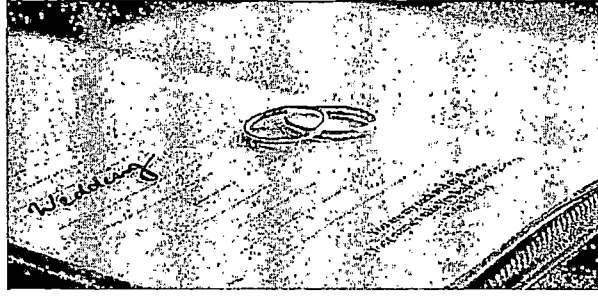
Upon receiving the Marriage Certificate from your Officiant, the Court will mail to you a certified copy of your marriage record, which will serve as your legal proof of marriage. If you wish to obtain additional copies, please go to our website www.lucasprobate.org to request a copy online

For your convenience, information has been included regarding changing your last name with the Social Security Administration. Please contact your local Social Security Administration, BMV, or any other government agency or business 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.



NOTICE TO WEDDING OFFICIANT

Who may solemnize marriages in Ohio?

Pursuant to R.C. 3101.08 an ordained or licensed minister of any religious society or congregation within this state who is licensed to solemnize marriages, a judge of a county court, a judge of a municipal court, a probate judge, the mayor of a municipal corporation anywhere within this state, the superintendent of the state school for the deaf, or any religious society in conformity with the rules of its church, may solemnize a marriage.

Licensure is granted by the Ohio Secretary of State. If you are not licensed, please contact the Ohio Secretary of State at 614-466-8770 to obtain your license before you perform the marriage.

How long do I have to return the Marriage Certificate after I perform the ceremony?

Pursuant to R.C. 3101.13 a Marriage Certificate shall be transmitted by the authorized person solemnizing the marriage, within (30) thirty days after the solemnization, to the probate judge of the county in which the marriage license was issued. As noted on the Marriage Certificate, unless the person solemnizing the marriage returns a certificate to the Probate Court within thirty (30) days after performing the ceremony, the person is guilty of a minor misdemeanor and on conviction thereof may be punished by a fine of \$50. A self-addressed return envelope is provided by the Court with the Marriage License.

OPTIONS FOR OBTAINING AN OFFICIANT TO PERFORM YOUR WEDDING CEREMONY

An ordained or licensed minister of any religious society or congregation within this state who is licensed through the office of the Secretary of the State of Ohio, or a judge of a municipal court may solemnize marriages.

To utilize the ordained minister located inside The Lucas County Common Pleas Courthouse:

1. The ministers are in the building Tuesday-Friday from 10:00am-4:00pm.
2. They do not accept appointments. It is first come, first serve.
3. They charge \$50.00 and accept cash only.
4. To enter the Courthouse please use the Michigan Street entrance.
5. The ministers are located on the first floor by the revolving doors (that are no longer in use) in the center of the courthouse.

To schedule a wedding ceremony with Toledo Municipal Court:

1. Go to www.tmc-clerk.com
2. Scroll to the bottom of the page
3. Click on the picture of the 7 Judges
4. Scroll to the bottom of the page
5. Click "Court Departments & Services" located in the blue box
6. Click "Marriage Ceremony" located in the blue box
7. Click on the blue link that says "Marriage Ceremony Request Form"
8. Fill out the request form and click "Submit" when finished
9. A court staff member will contact you to schedule your wedding ceremony

Marriage ceremonies are by **appointment only**. The duties judge performs all marriage ceremonies. Ceremonies must be scheduled in advance and are only performed on days the court is open. **Marriage ceremonies are performed in the afternoons and the court performs a maximum of 3 ceremonies per day.**

A fee of \$75 must be paid in the Civil Clerk's Office located in the basement of the Toledo Municipal Court building prior to the scheduled ceremony. A member of the Civil Clerk's Office will escort the couple to the duty's courtroom. **You MUST bring your marriage license and photo identification with you in order for the ceremony to be performed.**

To obtain an officiant to perform a wedding ceremony outside of the court:

1. Go to www.google.com
2. Search "Lucas County Wedding Officiants"
3. Different businesses and people will be listed
4. You are welcome to select from those options and call and see their availability and prices
5. Be sure to check that the officiant you select is registered with the Secretary of the State of Ohio

EXPLANATION OF A MARRIAGE LICENSE

MARRIAGE LICENSE



"No marriage license shall be effective nor shall it authorize the performance of a marriage ceremony after the expiration of sixty days from the date of issuance."

Case No. **CASE # ASSIGNED TO MARRIAGE RECORD**

The State of Ohio, Lucas County, ss.

To Any Person Legally Authorized to Solemnize Marriages in the State of Ohio:

I, Jack R. Puffenberger

Judge of the Probate Court within and for the County and State
aforesaid, have LICENSED and do hereby

LICENSE *and* AUTHORIZE

APPLICANT 1'S NAME _____

and

APPLICANT 2'S NAME _____

TO BE JOINED IN MARRIAGE

IN WITNESS WHEREOF, *I have hereunto
subscribed my name and affixed the seal of said Court*

at Toledo, Ohio, this (DAY) ****DATE MARRIAGE LICENSE**
WAS ISSUED**
day of (MONTH) _____ A.D. (YEAR)

Jack R. Puffenberger

Judge of the Probate Court

By **Deputy Clerk's Signature** _____

Deputy Clerk

Note – Unless the person solemnizing the marriage returns a certificate thereof to the Probate Court within thirty (30) days after performing the ceremony, the person is guilty of a minor misdemeanor and on conviction thereof may be punished by a fine of Fifty (50) dollars.

Non resident of Ohio must be married in Lucas County.

- The Top portion of the marriage license is a keepsake document that applicants are welcome to keep.
- This document cannot be used as proof of marriage.
- The issue date listed on the marriage license is the date that the marriage license was issued to the applicants.
- Applicants must have their wedding ceremony within 60 days of the issue date listed on the marriage license

EXPLANATION OF A MARRIAGE CERTIFICATE

(The bottom portion of the Marriage License)

Lucas County Probate Court — Toledo, Ohio 43604
Jack R. Puffenberger, Judge

Case No. _____

CASE # ASSIGNED TO _____

MARRIAGE RECORD _____

The State of Ohio, Lucas County, ss.

I DO HEREBY CERTIFY that on the _____ (DAY) day of _____ (MONTH) 20____ (YEAR) **DATE OF MARRIAGE CEREMONY**

I solemnized the marriage of _____ APPLICANT 1'S NAME (Applicant 1's Date of Birth) _____

with _____ APPLICANT 2'S NAME (Applicant 2's Date of Birth) _____

NOTE - Unless the person solemnizing the marriage returns a certificate thereof to the Probate Court within thirty (30) days after performing the ceremony, the person is guilty of a minor misdemeanor and on conviction thereof may be punished by a fine of Fifty (50) dollars.

Official's Signature: _____ Wedding Officiant's Signature _____

Print or Type Name: _____ Wedding Officiant's Name (Printed) _____

Complete Address: _____ Wedding Officiant's Address _____

Ceremony performed at: _____ Ceremony Location Address _____

City _____ of ceremony _____ of ceremony _____ of ceremony _____
location _____ State _____ location _____ Zip Code _____ location _____

TO BE RETURNED PROMPTLY TO THE PROBATE COURT

- The bottom portion of the marriage license, labeled "Marriage Certificate", must be completely filled out by the officiant who performed the wedding ceremony.
- The Marriage Certificate must be returned to the Lucas County Marriage License Office by either via...
 - Mail:
 - Lucas County Probate Court
Marriage License Bureau
700 Adams Street, Suite 200
Toledo, OH 43604
 - In person:
 - Place in Black drop-off box located on the wall outside the Marriage License Office located at the Common Pleas Courthouse on the first floor
700 Adams Street
Toledo, OH 43604
- The Lucas County Marriage License Bureau will process the Marriage Certificate once it has been returned, and a Certified Copy of Marriage Record will be sent to the applicants via mail. (Please be patient as this can take up to 3 weeks to process the Marriage Certificate from the date that we received it back.)
- The Lucas County Probate will always keep the original Marriage Certificate, that was completed by the officiant, here at the Lucas County Probate Court.

EXPLANATION OF A CERTIFIED COPY OF MARRIAGE RECORD

PROBATE COURT OF LUCAS COUNTY, OHIO
JUDGE JACK R. PUFFENBERGER

Certified Copy of Marriage Record

THE STATE OF OHIO,)

Case Number: (CASE # ASSIGNED
TO MARRIAGE RECORD)

) ss.
LUCAS COUNTY,)

I, JACK R. PUFFENBERGER, certify that I am Judge of the Probate Court, within and for said county, which is a Court of Record, that I am Clerk of said Court, and by law the custodian of the records and papers required by law to be kept in said Court, and that among others a Record of Marriages was heretofore required by law to be kept therein, and that the following is a true and correct copy from said Record of Marriages, now in this office.

The State of Ohio,
ss.
Lucas County,

I do hereby certify that on (DATE OF MARRIAGE), I solemnized the marriage of APPLICANT 1's NAME (date of birth) with APPLICANT 2's NAME (date of birth).

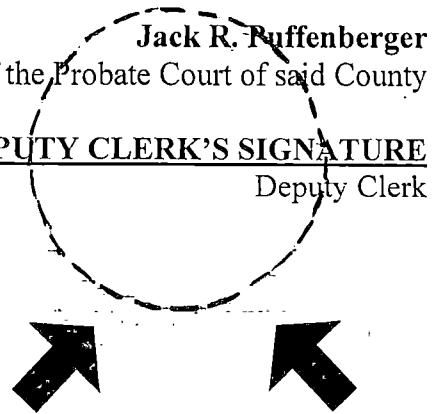
Ceremony performed by
OFFICIANT'S NAME

In TESTIMONY WHEREOF I have hereunto set my hand and the seal of
The Probate Court, at Toledo, Ohio, this (DATE THE FORM WAS PRINTED.)

Jack R. Puffenberger
Judge and Clerk of the Probate Court of said County

By DEPUTY CLERK'S SIGNATURE
Deputy Clerk

- The Certified Copy of Marriage Record is our official sealed document that is used as proof of marriage.
- The seal that is used is an embossed stamp that is placed over the deputy clerks' signature on the bottom right portion of the Certified Copy of Marriage Record.
- To request additional certified copies of your marriage record, please see "What to expect after your wedding ceremony" form that is attached.



(EMBOSSSED STAMP)

What to expect after your wedding ceremony...

Once we have received your marriage certificate (the bottom portion of your marriage license) that has been completely filled out by the officiant, we will mail you one certified copy of your marriage record.

The certified copy of marriage record form is the legal document that proves you are married. It may take up to 3 weeks from the date it was received for the certified copy of marriage record to go out in the mail. Please be patient.

Once you have received your certified copy of marriage record in the mail, you are welcome to request additional copies.

To obtain additional certified copies of your marriage record you will want to follow these steps...

- Go to www.lucasprobate.org
- Click on the departments tab and select marriage license (This will take you to the marriage license web page)
- Scroll down on the page until you see the link that says "Online certified copy of marriage certificate – click here"
- Click on the link
- Fill out the request form the best you can
- You will pay online with a card (it costs \$2.94 per copy)
- Hit submit
- You will receive a confirmation email informing you that your request has been delivered
- Once we have processed your request, we will mail your certified copies to the mailing address you provided on the request form

If you are interested in changing your last name after your wedding ceremony:

- This process is done through a Social Security Office
- You will need to wait until you have received your certified copy of marriage record in the mail.
- You may scan the QR code attached and begin the process online, or you may schedule an appointment with a Social Security Office.

If you have any further questions or concerns,
please give us a call at 419-213-4361.

Our phones are on
Monday-Friday from
8:30-11:30 & 1:30-4:00.

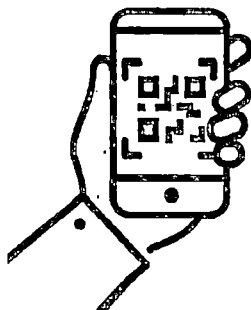




Need a Social Security card? ¿Necesita una tarjeta de Seguro Social?

Scan the QR code to get started. You may be able to start or complete your request online.

Escanee el código QR para comenzar. Es posible que pueda comenzar su solicitud por internet.



Open the camera app on a smart phone or tablet.



Abra la aplicación de la cámara en un teléfono inteligente o tableta.

Point the camera at the QR code.



Apunte la cámara al código QR.

Tap the banner that appears.



Toque el banner que aparece.

SSA.gov | SeguroSocial.gov