

INFO & DOCUMENTS REQUIRED

TO OBTAIN A MARRIAGE LICENSE

***** IF APPLICANTS ARE NONCOMPLIANT WITH HONESTY ON THEIR MARRIAGE LICENSE APPLICATION, THEIR MARRIAGE LICENSE APPLICATION WILL BE DENIED & THEY WILL NOT BE ISSUED A REFUND. *****

PLEASE READ THOROUGHLY AS YOU WILL ONLY NEED TO PROVIDE WHAT APPLYS TO YOU!!

- **Valid Photo ID:**
 - Driver's license, State-Issued Photo ID, or Passport
- **Certified Birth Certificate:**
 - **REQUIRED IF...** an applicant is under the age of 21
- **2nd Form of ID:** State/Federal /County Photo Identification Card, Original & translated Birth Certificate, Work Authorization Card, Resident Alien Card/Valid Green Card, United States Naturalization Papers
 - **REQUIRED IF...**
 - Both applicants provide foreign passports, they must also provide a second form of ID.
 - One applicant is an out of state resident and the other applicant provides a foreign passport, they must also provide a second form of ID
- **Proof of Residency:** Government ID, Lease Agreement, Bank Statement, Utility Bill, any Government Issued Mail
 - **REQUIRED IF...**
 - An applicant provides a Photo ID with a non-Lucas County address or an out of state address but currently reside within Lucas County, they will need to provide proof of residency.
 - An applicant provides a Photo ID with a Lucas County address but now resides out of state, they will need to provide proof of residency.
 - One or both applicants provide a Valid U.S. Passport, they must also provide proof of residency.
 - Both applicants provide foreign passports, they both must also provide proof of residency.
 - One applicant is an out of state resident and the other applicant provides a foreign passport, they must also provide proof of residency.
- **Translation of any foreign documents that are not in English:** translation of any foreign document must be provided. Translations must be on business letterhead from a professional translator. At the time of application, we will need the original foreign document along with the translation.
- **Applicant's Place of Birth:**
 - State the applicant was born in
 - If the applicant was born outside of the US, then they will need to list the Country they were born in
- **Applicant's Current Occupation:**
 - Job Title
- **Applicant's Parents Names (as listed on the applicant's birth certificate):**
 - If a parent is not listed on the birth certificate, please put "Not Listed"
 - Please list their full maiden names (their name before any marriages.)
- **The Total Number of times the applicant has been previously married:**
 - Any previous marriages that have taken place anywhere in the world
- **The Following information/Documents for Applicant's Marital History (if they have previously been married):**
 - A copy of the complete final Decree of Divorce, Dissolution or Annulment document from their most recent previous marriage must be submitted.
 - The Document must have the Judges signature and been filed for record with the court
 - If the applicant is a widow or widower from their most recent previous marriage, a certified copy of the Death Certificate, listing applicant as surviving spouse, must be submitted.
 - The following Divorce/Dissolution/Annulment/Death Certificate information from any other previous marriage:
 - Previous Spouses Name, Date it was finalized/Date of death, State and County it was filed in, 1st Names of any CURRENT minor children
- **Legal Name Change Documents:**
 - **REQUIRED IF...** the applicant has had a legal name change (not including name changes through marriage), they must provide the Final Judgement Entry.

THERE IS A MINISTER IN THE BUILDING AVAILABLE TO PERFORM WEDDING CEREMONIES

TUESDAY-FRIDAY FROM 10:00AM-4:00PM.

THEY CHARGE \$50.00 (CASH ONLY) AND YOU WILL SUBMIT THE PAYMENT DIRECTLY TO THE MINISTER.