

INSTRUCTIONS FOR MARRIAGE LICENSE APPLICATION

Couples seeking marriage shall complete a Marriage License Application and file it with this Court. Applicants must apply in person and may obtain the forms from the Court at 2379 Clermont Center Drive Batavia, Ohio or by downloading the forms from the website <https://probatejuvenile.clermontcountyohio.gov/>. Applicants must provide a driver's license or another government issued identification document. The cost of the marriage license is \$50. The Court only accepts cash. The Court does not accept checks, money orders, or credit or debit cards.

At least one of the applicants must be a resident of Clermont County. If at least one of the applicants is a resident of Clermont County, the marriage can take place anywhere in Ohio.

If neither applicant is an Ohio resident, the marriage must take place in Clermont County, Ohio.

Applicants seeking to be married outside of Ohio must apply for a marriage license in the state or country where the marriage is to occur.

Neither applicant can be married at the time of application. If an applicant has been previously married, the applicant must provide proof that the most recent marriage has ended in the form of either a certified copy of the divorce decree or death certificate of the prior spouse. The prior spouse shall be identified by the name used prior to the marriage. Any minor children from the prior marriage existing at the time of the application shall also be listed on the application.

The State of Ohio does not permit the marriage of minors under the age of seventeen. Minors age seventeen seeking to be married must obtain the approval of the Juvenile Court Judge. Please review the Clermont County Juvenile Court webpage for instructions on seeking Court approval.

The Application must be either typed or legibly printed. Each applicant must be identified by the First, Middle, and Last name. Each parent of the applicant must be listed regardless if they are living or dead and the mother must be identified by the mother's maiden name.

The marriage may be solemnized by one of the following persons within the jurisdiction stated:

- a) By a minister anywhere in the **State of Ohio** who is licensed to perform marriages by the Ohio Secretary of State.
- b) By a Municipal Court or County Court Judge anywhere in the **State of Ohio**.

- c) By the Mayor of a municipal corporation in any county in which the village or City wholly or partially lies.
- d) By a probate judge within the County in which the Judge has jurisdiction.
- e) By any religious society in conformity with the rules and regulations of its church within the State of Ohio.

The marriage must take place within sixty (60) days from the date the license is issued by this Court and must take place in the State of Ohio. If a marriage is not performed within sixty days, the applicants must reapply and pay another filing fee.

The person solemnizing the marriage shall return the certificate that the marriage was performed to the Probate Court within (30) thirty days after the marriage.

The Court does not permit refunds or returns.