

## Marriage License Instructions

APPOINTMENTS ARE PREFERRED – WALK INS ARE WELCOME THOUGH  
APPOINTMENTS WILL HAVE PRIORITY

### FEE

The fee for obtaining a marriage license is \$60.00, payable by cash or credit card.

### WHO MAY APPLY

All males and females age eighteen years or older, not nearer of kin than second cousins, and not having a husband or wife living, may apply for a marriage license.

### MINORS

If both persons to be joined in marriage are the age of seventeen years, they may be joined in marriage only if the juvenile court has filed consent to the marriage under section 3101.04 of the Revised Code.

If only one person is the age of seventeen years, that person may be joined in marriage only if both of the following apply:

- (1) The juvenile court has filed consent to the marriage under section 3101.04 of the Revised Code.
- (2) The other person to be joined in marriage is not more than four years older.

The juvenile court is responsible for determining consent and when the juvenile court files consent to marriage pursuant to the juvenile rules, the court shall also issue an order regarding each party to the marriage who is seventeen years of age. The court order shall specify that the party has the capacity of an eighteen-year-old person as described in section 3109.011 of the Revised Code.

The Probate Court cannot issue a license for a minimum of fourteen days after the Juvenile Court signs the consent.

### INFORMATION REQUIRED

The applicants must supply to the Court their current address, their current age, their birth date, place of birth, the name of their father, the maiden name of their mother, and their Social Security number. If one or both of the parties have been divorced, a copy of the most recent divorce decree including the file stamp, case number, and court where the divorce took place must be submitted to the Probate Court at the time of application. In addition to the most recent divorce decree, all other divorce information must be included on the application – this includes the case number, date, and court where each divorce was granted. All applicants must present a valid U.S. or State Government issued photo I.D. (For example: Driver's License, State I.D., Passport or Visa).

### DIVORCE INFORMATION

If either applicant has been married before, then a certified copy of the Decree of Divorce (or Dissolution) must be presented. **Note: the copy of the decree presented should have the proper stamps and signatures indicating that it was entered in the Court, we do not accept copies of separation agreements or custody papers.** Decrees written in a foreign language must be translated into the English language with a certification from the translator that the translation is true and accurate. If either applicant is a widow or widower we do not require a Death Certificate.

The Court will not issue a marriage license within 30 days of any final entries including but not limited to divorce or dissolution entries pursuant to App.R. 4(A) which states in part that "... a party who wishes to appeal from an order that is final upon its entry shall file the notice of appeal required by App.R. 3 within 30 days of that entry."

#### DISABILITIES

No marriage license shall be granted when either of the applicants is under the influence of an intoxicating liquor or controlled substance or is infected with syphilis in a form that is communicable or likely to become communicable.

#### RESIDENCE QUALIFICATIONS

If you are an Ohio resident then you must, by law, apply for a license in the county in which you reside if you intend to be married in this state.

One or both of the applicants must be a resident of Butler County for a marriage license to be issued in Butler County. The license is valid anywhere in the State of Ohio.

If the applicants are both out of state residents, they will need to apply for the marriage license in the county in which they are to be married. Out of state residents may only be married in the county in which they apply for a license.

#### BLOOD TEST

No longer required.

#### WHO MAY PERFORM MARRIAGE CEREMONY

An ordained or licensed minister of any religious society or congregation within this state licensed to perform marriages, a judge of a county court in his county, an authorized judge of a municipal court, the mayor of a municipal corporation in any county in which such municipal corporation wholly or partly lies, the superintendent of the state school for the deaf, or any religious society, in conformity with the rules and regulations of its church.

#### TIME LIMITATIONS

In Butler County there is no waiting period between the date of application and the marriage. The license is valid for 60 days.

For a marriage that involves juvenile consent, when the Juvenile Court files consent to marriage pursuant to Juvenile Court rules, the Probate Court may issue a license not earlier than 14 days after the Juvenile Court files consent under 3101.14.

#### CHANGE OF NAME

It is the newlywed's responsibility to see that the appropriate agencies are notified. This includes among others, businesses and stores with whom he / she has credit accounts, banks where he / she has checking and savings accounts, the Social Security Administration, and the Bureau of Motor Vehicles to see that his / her driver's license is changed.

#### CORRECTIONS

All applicants must check their marriage license prior to leaving the Court in order to ascertain that all the information is correct and no errors have been made.

If you have further questions or would like to schedule an appointment to obtain your license, you may contact the Marriage License Bureau at 887-3300.

The marriage instructions in both, English and Spanish, are available on this website.

The form can be completed and submitted online or printed and brought to the Court at the time of your appointment.

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