

# Ashtabula County Court of Common Pleas

## Probate/Juvenile Division

Albert S. Campese  
*Judge*

Andrew J. Misiak  
*Court Administrator*



Brooke F. Kocab  
Elizabeth A. Tekavec  
Mirela Tunc Rudary  
*Juvenile Division Magistrates*

Michael E. Hamper III  
*Probate Division Magistrate*

**Applicants are encouraged to apply for marriage licenses by virtual appointment.** Marriage licenses are issued in-person at the Probate Court on **Tuesday, Thursday, and Friday, BY APPOINTMENT ONLY.**

### General Requirements

- Ohio residents must obtain a license within the county where either applicant resides. (At least one of the applicants must be a resident of Ashtabula County for a marriage license to be issued by the Ashtabula County Probate Court.) The license is valid anywhere in the State of Ohio for 60 days from the day of issuance.
- Out-of-state residents getting married in Ohio must obtain a license in the county where the ceremony will take place.
- Any applicant under the age of 18 must first file a petition for consent to the marriage of a minor with the Ashtabula County Juvenile Court. After you have obtained the consent of the Juvenile Court, a license may not be issued until 14 days after the final order of the Juvenile Court is filed. The Probate Court will not issue a license or accept an application prior to the 14 days. A copy of the order must be provided before an application will be accepted.
- Both applicants must not be nearer of kin than second cousins and not have a spouse living.
- Applicants must provide proof of identification, such as a driver's license or State-issued ID, passport, or birth certificate.
- Applicants must complete a marriage license application and furnish the following information: social security number, current address, information regarding prior marriages, including divorce decrees case numbers, dates, and prior spouses' names, city of birth, and parents' names.

### Virtual Appointment Requirements

- To obtain a marriage license, both applicants must be present in the same location for the virtual appointment.
- Applicants must submit an application before a virtual appointment will be scheduled.
- Applicants must have a valid email address, printer, and working video camera, such as a laptop or smart device.
- Applicants must present valid photo identification during the virtual appointment.
- Applicants must provide a credit or debit card for payment of \$50 marriage license fee, or mail a money order prior to the appointment. E-Checks are not accepted for Virtual Appointments.
- Applicants must return original signed abstract with the officiant return in order for the marriage to be recorded.

### In-Person Application Requirements

- Applicants must complete the marriage license application and furnish all information required above. **Exact Cash**, money order, or credit/debit cards are accepted for the \$50 marriage license fee. There is a convenience fee for all credit/debit transactions. E-checks are not accepted for Virtual Appointments.
- Licenses will be issued on **Tuesdays, Thursdays, and Fridays BY APPOINTMENT ONLY. Both applicants must be present.**
- **Applicants must follow all posted requirements for entrance to the Probate Court.**

**To expedite the process:** It is not required to submit an Application prior to the appointment, but it significantly reduces the time required at each appointment. Please prepare the [Marriage License Application](#) and submit it to the Court before calling to schedule your appointment.

Please note that the Probate Judge does not perform marriages.

# MARRIAGE APPLICATION - ASHTABULA COUNTY, OHIO

**IMPORANT:** Do not apply for license if today's date is more than 60 days before the wedding.

EMAIL THIS COMPLETED APPLICATION TO [PROBATE@ASHTABULACOUNTY.US](mailto:PROBATE@ASHTABULACOUNTY.US) OR  
FAX TO (440) 576-3633

License No. \_\_\_\_\_

Date: \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

**Application Fee Paid by:**

Cash  Mon. Ord.  Cred/Deb

**Wedding Ceremony Date:** \_\_\_\_\_

## APPLICANT 1 (Information to be completed by first applicant)

<b>APPLICANT 1</b>	First Name			Middle (if any)		Current Last (Surname)		
	Social Security Number				Gender (Optional)			
	Residence (Street, City, State)				Zip Code		County	
	Phone Number		Birth Place (City & State)			Birth Date		Age
	First Name of Parent 1		Middle Name of Parent 1		Last Name of Parent 1 <b>(Prior to First Marriage)</b>			
	First Name of Parent 2		Middle Name of Parent 2		Last Name of Parent 2 <b>(Prior to First Marriage)</b>			
	Occupation				Previously Married (Number of Times) If Yes, please complete back of form:			

## APPLICANT 2 (Information to be completed by second applicant)

<b>APPLICANT 2</b>	First Name			Middle (if any)		Current Last (Surname)		
	Social Security Number				Gender (Optional)			
	Residence (Street, City, State)				Zip Code		County	
	Phone Number		Birth Place (City & State)			Birth Date		Age
	First Name of Parent 1		Middle Name of Parent 1		Last Name of Parent 1 <b>(Prior to First Marriage)</b>			
	First Name of Parent 2		Middle Name of Parent 2		Last Name of Parent 2 <b>(Prior to First Marriage)</b>			
	Occupation				Previously Married (Number of Times) If Yes, please complete back of form:			

# APPLICATION FOR LICENSE TO MARRY ASHTABULA COUNTY, OHIO

<b>APPLICANT 1 Marital History – Please provide information on your most recent marriage only. Applicant must provide a certified copy of divorce decree or death certificate</b>		
<b>APPLICANT 1</b>	<input type="checkbox"/> Deceased <input type="checkbox"/> Divorce	Name of Former Spouse: _____
		Case Number: _____
		County and State of Divorce or Death: _____
		Date of Divorce/Death: _____
		Minor Children Under 18 years (Name & Age) as of today's date: _____

<b>APPLICANT 2 Marital History – Please provide information on your most recent marriage only. Applicant must provide a certified copy of divorce decree or death certificate</b>		
<b>APPLICANT 2</b>	<input type="checkbox"/> Deceased <input type="checkbox"/> Divorce	Name of Former Spouse: _____
		Case Number: _____
		County and State of Divorce or Death: _____
		Date of Divorce/Death: _____
		Minor Children Under 18 years (Name & Age) as of today's date: _____

## Officiant Information

Person's Name Performing Ceremony: \_\_\_\_\_

Title of officiant:  Pastor    Reverend    Mayor    Judge    \_\_\_\_\_  
Fill in if title not listed

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Certificate Return Mailing Address

Please provide the mailing address where you will receive certified copies of your marriage record.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**The \$50 fee for a marriage license includes 3 certified copies of the record. Additional copies needed: \_\_\_\_\_ x\$5.00**