

**ASHTABULA COUNTY COURT OF COMMON PLEAS
PROBATE DIVISION
ALBERT S. CAMPLESE, JUDGE**

Andrew J. Misiak
Court Administrator



Richard L. Dana
Magistrate

Requirements for Inmate Marriage Licenses

Documentation

- ☐ Birth Certificate
- ☐ Letter of Acceptance from the Warden
- ☐ Offender Information Sheet from Ohio Department of Rehabilitation & Correction
- ☐ Social Security Documentation (Card, SSA Letter, W-2)
- ☐ Copy of Divorce Decree or prior spouse Death Certificate
- ☐ Fiancée must present all required documentation

Process

1. Fiancée and inmate gain approval from warden for marriage.
2. Fiancée brings above documentation to Probate Court and applies for marriage license.
 - Fiancée will leave with marriage license and certificate to be returned to court after marriage takes place.
3. Court Administrator sets meeting with inmate for signing of marriage abstract.
4. After abstract is signed, fiancée must coordinate with warden to set marriage date.
5. Signed certificate of marriage must be returned to probate court by officiant within 60 days of issuance.
 - Certified Copies will be provided to the fiancée and the warden by the Probate Court.