

UPDATED PROCEDURES FOR OBTAINING A MARRIAGE LICENSE DURING THE COVID-19 PANDEMIC

The Clermont County Probate Court will continue to issue marriage licenses, however, the Court has implemented the following changes regarding obtaining a marriage license:

1. Applicants are encouraged to review the Instructions for Marriage License Application which can be found on the Clermont County Probate Court's website at: www.probatejuvenile.clermontcountyohio.gov. Applicants can also find the Marriage License Application on the Clermont County Probate Court's website.
2. Applicants who wish to obtain a marriage license must mail the completed Application, \$50 cash, and a self-addressed stamped return envelope to Clermont County Probate Court, 2379 Clermont Center Drive, Batavia, OH 45103. All individuals who appear in person at the Court for a marriage license will be turned away. Applicants may be able to make an appointment with the Clermont County Probate Court if they do not have access to a computer or a smartphone. Said appointments will be on Tuesdays and Fridays, but Applicants must call the Court to schedule an appointment before appearing at the Court.
3. Upon receipt of the completed Application and \$50 cash, the Court will call the Applicants to set up a date and time to process the marriage license via videoconference. The Applicants will need to create a Zoom account by either going online at: <https://www.zoom.us/signup> or by downloading the App "Zoom Cloud Meetings" from the App Store.
4. The Court will send an invitation via the Zoom App to the Applicants right before the scheduled meeting. The Applicants will be required to show their photo ID's as well as any accompanying documents, i.e. Final Divorce Decree and/or a copy of a Death Certificate, if applicable during the meeting.
5. The Court will process the Application during the Zoom meeting to ensure accuracy and to ensure the Applicants move forward with their Application. If the Applicants do not appear via videoconference and do not call the Court to inform the Court they are unable to appear, the Court will mail the completed Application and \$50 cash back to the Applicants in the envelope they provided to the Court after one business day. The Applicants would then need to re-start this process if they wish to apply for a Marriage License. If the Applicants do appear via videoconference but do not have the appropriate documentation, i.e. valid photo ID, a file-stamped copy of their Final Divorce Decree, and/or a copy of the Death Certificate, if applicable, the Court will not be able to proceed with processing the marriage application and will give the Applicants a new videoconference meeting date and time.

6. After the Court has successfully processed the Application, the Court will send a copy of the Marriage Abstract to the Applicants for their signature. The Applicants will need to sign the Abstract and return to the Court along with a self-addressed stamped return envelope.
7. Upon receipt of the signed Marriage Abstract, the Court will sign and date the Abstract and send to the Applicants the Marriage License along with complete instructions on how to complete the marriage application process.
8. The Applicants will have 60 days to use the Marriage License after the Court has signed the Marriage Abstract. It is the Applicants' responsibility to secure an officiant, mayor or Court official to process the Marriage License. It is encouraged that the Applicants verify that information before beginning this process. Applicants are also encouraged to check with their church and/or venue to ensure the ceremony will take place within the required sixty days before applying for a marriage license.
9. Upon receipt of the verification of the marriage from the officiant, mayor, or Court official to this Court, the Marriage Abstract will be completed, a certified copy will be mailed to the Applicants, and this Court will consider this matter closed.

EFFECTIVE MARCH 23, 2020