

REQUESTS FOR COPIES OF MARRIAGE LICENSE

Filed in Adams County, Indiana

Name:

_____ First Name _____ Last Name Date: _____

Address:

How do you wish to
receive your document:

Phone Number:

E-Mail:

_____ Email

_____ Mail

_____ In Person

Applicant 1#: Name: _____

Applicant 2# Name: _____

Date of Marriage: _____

I would like to request certified copies of the marriage license: _____ Number of Copies

Other Information:

REQUEST BY E-MAIL

Complete form and e-mail this form to clerk at clerksoffice@adamscounty.in.gov. Once received in the Clerk's Office, someone from the Clerk's Office will contact you. Should copy(ies) be certified, the copy(ies) will be mailed to you after payment.

REQUEST BY MAIL

Complete form and return this form along with a self-addressed stamped envelope and \$4.00 for each copy of your marriage license to the Clerk's Office: Adams County Clerk Office, 112 S. 2nd Street, Room A, Decatur, IN 46733. Do send cash; money order is preferred.

REQUEST IN PERSON

If you prefer to pick up your copy(ies) in person, complete this form and bring it to the Clerk's Office during regular business hours (8:00 a.m. – 4:00 p.m. Monday through Friday, excluding holidays). Be prepared to pay for your copies with cash, money order or credit/debit card (there is a nominal fee to use a debit/credit card).

IMPORTANT NOTE ABOUT NAME CHANGES:

If you plan to change your name with the **Social Security Administration**, you must provide them with a certified copy of your marriage license. For more information, visit www.ssa.gov.

Note: When paying by credit/debit card, our office requests a driver's license or state identification to process the payment.

The Clerk is required by Indiana Law to collect copy fees of \$1.00 per page, plus \$3.00 per document if certification is required (IC 33-37-5-1 and IC 33-37-5-3). Please include names of the parties and description of the document requested.