



**PROBATE COURT**  
*Courthouse*

105 S. Market St., Lisbon, Ohio 44432  
Phone (330) 424-9516, Fax 420-1002  
Teri A. Willis, Chief Deputy Clerk

The Court of Common Pleas  
**Columbiana County, Ohio**

Probate and Juvenile Division

THOMAS M. BARONZZI, JUDGE



**JUVENILE COURT**  
*Juvenile Court Center*

260 W. Lincoln Way, Lisbon, Ohio 44432  
Phone (330) 424-4071, Fax 424-6670  
[www.ccjcourt.com](http://www.ccjcourt.com)  
Douglas A. King, Magistrate  
Karen J. Engle, Chief Deputy Clerk  
Dane Walton, Court Administrator

**Marriage License Applicants:**

Effective as of January 1, 2021, the Probate Court implemented a new procedure to apply and process marriage license applications. The Probate Court only processes marriage license application by appointment only.

The Application process can be accomplished by either mailing or personally delivering the completed Application, all required documentation and fee to the Court. Your close attention to the enclosed instructions for completing the application process is important so that issuance of your marriage license is not delayed.

Your completed Application, all required documents and fee should be submitted to the Court for processing a minimum of 30 days, but no more than 60 days, prior to your desired wedding date.

Very truly yours,

THOMAS M. BARONZZI  
PROBATE JUDGE

## INSTRUCTIONS TO MARRIAGE LICENSE APPLICANTS:

1. Enclosed is a Marriage License "Abstract of Marriage" form. This form must be completed in blue or black ink. Applicant 1 must legibly complete all the information under "Applicant 1" then sign (cursive) at the X on the bottom of the page on the left side. Applicant 2 must legibly complete all the information under "Applicant 2" then sign (cursive) at the X on the bottom of the page on the right side. If the Court cannot read your written responses on the Application, then it will be returned to you and may delay issuance of your marriage license. Completed form must be returned to the Columbiana County Probate Court with the following attachments:

2. The following documents for BOTH applicants must be included with the application:

- a. Copies of photo identification for both Applicants (valid driver's license or state issued identification card). If an Applicant does not have photo identification, they must include a **certified** copy of their birth certificate.
- b. Evidence of current address if the address on identification for either Applicants is incorrect (for example: copy of a utility bill, bank statement, or payroll stub with a current date, the Applicant's name, and current address)
- c. Current telephone number for BOTH applicants
- d. Copies of social security cards for BOTH applicants. If an Applicant does not have a copy of their social security card, the Court will accept a copy of a W-2 or copy of the first page of the Federal Income Tax Return, as long as it lists the complete social security number.
- e. If either applicant has previously been married, they must enclose a **certified** copy of their final divorce decree (raised Court seal). If their former spouse is deceased, the applicant must provide a certified copy of the spouse's death certificate.
- f. If either Applicant has **any** minor children (under the age of 18), please list names and ages in the section marked "Current Minor Children".
- g. Cost of marriage license application is \$55.00. You must submit a cashier's check or money order payable to "Columbiana County Probate Court" with your application. **NO PERSONAL CHECKS, CREDIT CARDS OR CASH WILL BE ACCEPTED!**

3. Return the completed application package by either mail or personally to:

Columbiana County Probate Court  
105 S. Market Street  
Lisbon, Ohio 44432

4. Once the Probate Court has received your application package it will be reviewed by a Deputy Clerk. If the application is in order, the Court will contact either Applicant to schedule a date and time for your marriage license application.

5. Both Applicants **MUST** appear at the Columbiana County Probate Court, 105 S Market Street, Lisbon, Ohio with proper photo identification, on the date and time scheduled to complete the application process. At that time, both Applicants will be placed under oath and a Deputy Clerk will review the application, and each Applicant's responses. Please review your written responses prior to mailing or delivering your application to make sure all responses are true and complete. Each Applicant will be required to verbally confirm that all the information is correct. In the event Applicant #1 or #2 fails to appear, your documents will be returned, and the marriage license will not be issued. You would then need to begin the process again. **No children or other family members will be permitted to appear with the Applicants.**

6. **IF YOU FAIL TO APPEAR FOR YOUR SCHEDULED APPOINTMENT AND THE LICENSE IS NOT COMPLETED WITHIN 30 DAYS OF YOUR SCHEDULED APPOINTMENT YOUR \$55.00 LICENSE FEE WILL BE FORFEITED.**

7. Your license is effective immediately upon issue and is effective for a period of sixty (60) days. If you are not married within that sixty-day period, your license is no longer valid, and you would need to begin the process again.

8. Your marriage ceremony can be performed by any minister who is licensed through the Secretary of State of Ohio to perform marriages in Ohio or any Village of City Mayor. **Columbiana County Judges do not perform marriages.**

9. Once the Court has received a completed, valid marriage return from the person who performed the ceremony, the parties may purchase certified copies of their marriage record for \$2.00 each. The Court only accepts cash (please no large bills) or money order.

Probate Court, Columbiana County, Ohio  
Marriage License Application  
To the Honorable Judge of the Probate Court of said County. The undersigned respectfully  
make their applications for a Marriage License for said parties, and state:

Ohio Department of Health  
Division of Vital Statistics  
Columbus

Columbiana County  
Probate Court

State File

**CERTIFIED ABSTRACT OF MARRIAGE**

**Applicant 1**

**Applicant 2**

1. FULL NAME: TELEPHONE NUMBER:	9. FULL NAME: TELEPHONE NUMBER:
2. DOB AND AGE: AGE:                  DOB :	10. DOB AND AGE: AGE:                  DOB:
3. RESIDENCE (COMPLETE PHYSICAL ADDRESS):	11. RESIDENCE (COMPLETE PHYSICAL ADDRESS):
4. BIRTHPLACE (CITY AND STATE OR COUNTRY):	12. BIRTHPLACE (CITY AND STATE OR COUNTRY):
5. OCCUPATION:	13. OCCUPATION:
6. NUMBER OF PREVIOUS MARRIAGES :	14. NUMBER OF PREVIOUS MARRIAGES :
7. FULL NAME OF PARENT 1 (OR FATHER):	15. FULL NAME OF PARENT 1 (OR FATHER):
8. FULL NAME OF PARENT 2 (INCLUDING MOTHER'S MAIDEN NAME):	16. FULL NAME OF PARENT 2 (INCLUDING MOTHER'S MAIDEN NAME):

Consent of Parents if Applicant 1 is a minor

Consent of Parents of Applicant 2 is a minor

_____	_____
_____	_____

**Record of Divorce**

PREVIOUS SPOUSE:	PREVIOUS SPOUSE:
STATE OF DIVORCE:	STATE OF DIVORCE:
COUNTY OF DIVORCE:	COUNTY OF DIVORCE:
DECREE NUMBER:	DECREE NUMBER:
DECREE DATE:	DECREE DATE:
<b>ALL MINOR CHILDREN</b>	
NAME AND AGE OF MINOR CHILDREN:	NAME AND AGE OF MINOR CHILDREN:

Said parties are not nearer than second cousins and there is no legal impediment to their marriage, and that neither of the parties is now under the influence of intoxicating liquor or controlled substances or is infected with syphilis in a form that is communicable or likely to become communicable.

It is expected that \_\_\_\_\_ is to solemnize the marriage of said parties.

The undersigned, say that their respective statement in the foregoing application, dated \_\_\_\_\_, is true.

X \_\_\_\_\_ X \_\_\_\_\_