



Circuit Court for Carroll County, Maryland

Heather S. DeWees, Clerk

55 North Court Street

Westminster, Maryland 21157-5155

410-386-8710 ♦ 1-888-786-0039 ♦ FAX: 410-386-8734

www.mdcourts.gov/clerks/carroll



**CARROLL COUNTY CIRCUIT COURT
MARRIAGE CERTIFICATE COPY REQUEST INSTRUCTIONS & FORM**

The Carroll County Clerk's Office provides copies to customers through the mail and by personal request in the Land Record & Licensing Department lobby.

- ♦ **The fee is \$0.50 per page to copy a Carroll County Circuit Court document.**
- ♦ **An additional fee of \$5.00 is required to receive a Certified Copy with the Seal of Carroll County Circuit Court stamped into the Marriage Certificate**
- ♦ **A copy of a Marriage Certificate can ONLY be made AFTER the ceremony has been performed and AFTER the return has been filed by the officiant.**

To obtain a copy / certified copy of a Marriage Certificate, please visit the office or call the Land Records & Licensing Department at **410-386-8760** to determine the exact cost of your copy request.

Upon receiving the cost of your copies, please fill out the following form with CHECK or MONEY ORDER payable to:

Heather S. DeWees, Clerk

Please mail the Copy Request Form and your check or money order to:

**Heather S. DeWees, Clerk
Land Records & Licensing Department
Carroll County Circuit Court
55 North Court Street
Westminster, MD 21157**

or you can place the completed copy request form with payment in a sealed envelope in the **Clerk's Office Drop Box** located at the front entrance of the above address.

Please do not mail cash or place cash in the Drop Box.



**CARROLL COUNTY CLERK'S OFFICE
MARRIAGE CERTIFICATE COPY REQUEST FORM
(to be mailed with payment)**

Requestor's Name: _____

Requestor's Address: _____

Requestor's Email: _____

Requestor's Phone Number: _____

Date of Marriage: _____

Spouse's Name: _____

Do you need a **Certified Copy** of the document? Please circle below:

Yes or No

Are you in the Military or a First Responder? *Please circle below:

Yes or No

**Military and First Responders may ask for up to 5 certified copies for free.*

If you have called the Clerk's Office and it is determined that **no payment** is required, you may email this request to:

CarrollCountyMarriageLicenses@mdcourts.gov

Thank you,

Heather S. DeWees

Heather S. DeWees
Clerk of the Circuit Court
for Carroll County, MD