



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 office. Due to the current COVID-19 pandemic, the Clerk's Office would prefer to send copies to our customers through the mail.

- ♦ **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.**

For a copy / certified copy of a Marriage Certificate, please call the Land Records & Licensing Department at **410-386-8760** to obtain the cost for those copies.

Upon receiving the cost of your copies from the Carroll County Clerk's Office, 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 21158**

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.



**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