



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](http://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.

- ♦ **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 Gold Seal "Certification of True Copy" of a Carroll County Circuit Court document.**

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 with 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**

You may also bring the completed form and payment to the Clerk's Office or place an envelope with the completed form and payment into the **Clerk's Office Drop Box** located at the front entrance of the above address in order to obtain your copies.



**CARROLL COUNTY CLERK'S OFFICE  
MARRIAGE CERTIFICATE COPY REQUEST FORM**

*Please mail this form with payment or place envelope in the Clerk's Office  
Drop Box located at 55 North Court Street in Westminster, MD)*

**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 or the other party a Veteran, First Responder or currently serving in the U.S. Military? Please circle below:

**Yes or No**

*\* Veterans, First Responders & U.S. Military Members may ask for up to 5 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**  
Clerk of the Circuit Court  
for Carroll County, MD