

## ORDER FORM

I would like to order:

- Certified Copies (\$25) and/or  
 Combination Certified Copies (\$50)

of the following Marriage Record:

---

Applicant A Name (at application)

---

Applicant B Name (at application)

Date of Marriage: \_\_\_\_\_

FILE NUMBER (if known): \_\_\_\_\_

**MAKE CHECKS OR MONEY  
ORDERS PAYABLE TO:  
“CLERK OF ORPHANS’ COURT”**

**PLEASE INCLUDE A SELF  
ADDRESSED STAMPED  
ENVELOPE**

---

NAME

---

ADDRESS

---

CITY          STATE          ZIP CODE

PHONE: (    ) \_\_\_\_\_

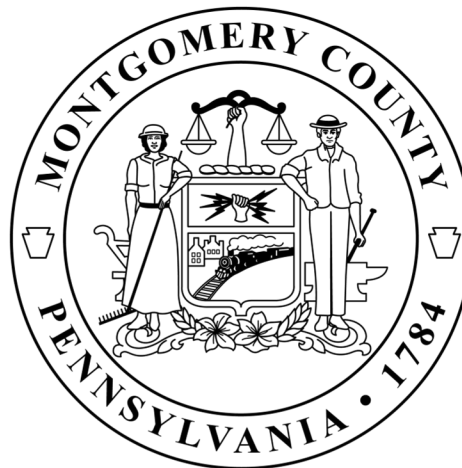
**EFFECTIVE: JANUARY 1, 2026**

### **OFFICE HOURS:**

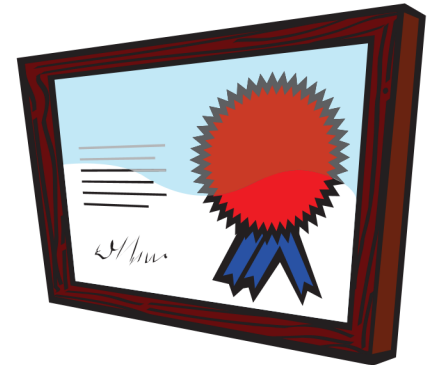
The Marriage License Bureau is  
open, exclusive of Holidays,  
Monday-Friday, 8:30AM – 4:30PM.  
**Walk-ins from 8:30AM - 4:00PM.**

### **QUESTIONS:**

Applicants who have questions  
concerning any of the material  
contained in this brochure may  
contact the Marriage License Bureau  
at the Orphan's Court Office:  
(610)-278-3400  
[MLSupport@montgomerycountypa.gov](mailto:MLSupport@montgomerycountypa.gov)



# HOW TO OBTAIN A MARRIAGE RECORD



Montgomery County  
Register of Wills  
Clerk of Orphans' Court  
**TINA LAWSON, ESQ.**

**The Montgomery County Marriage Record Department maintains all marriage records for Licenses ISSUED in Montgomery County from 1885 to present. All RECORDS are open to the PUBLIC.**

**If you are requesting a Marriage License before 1885 you should contact the Church where the Couple was married or Philadelphia Archives. All records were kept there before this time period.**

### **WHY WOULD I NEED A COPY OF A MARRIAGE RECORD?**

There are a variety of reasons why an individual may need a copy of a marriage record. For example, the Social Security Administration requires a certificate marriage record in order to complete a last name change. Other reasons why you may need a copy of a marriage record include: collecting Social Security or pension benefits, for mortgage name change, adoption, passport purposes, dual citizenship, drivers license and any other situation where proof of marriage is required By Law.

**YOU ARE REQUIRED TO CONTACT THE SOCIAL SECURITY OFFICE, DEPARTMENT OF MOTOR VEHICLES, PASSPORTS, IMMIGRATION, PLACE OF EMPLOYMENT & BANKS, ETC, TO DETERMINE WHAT IS REQUIRED TO COMPLETE A NAME CHANGE AFTER YOUR MARRIAGE**

### **HOW CAN I GET A COPY OF A MARRIAGE RECORD?**

In Pennsylvania, the Clerk of the Orphans' Court Division of each county is responsible for maintaining the records of all marriages in the county where the Marriage License was issued. You will need to go where you applied for your license, not necessarily the county where you had your ceremony.

**In Montgomery County, an individual may obtain a marriage record by either appearing in person at the Marriage License Department or by Mailing a letter of request to the department.** All requests must provide the couples complete name at the time of their marriage application and the date of their marriage, as well as the appropriate fee.

Certified Copies can be issued the same day when coming in person. If your license was issued **before 1989** there might be a longer wait time for your copies while we pull it up from Archives.

You can bring a check, money order, or credit card for the fee. Credit Card payments are subject to an additional convenience fee.

### **WHAT ARE THE COSTS FOR A MARRIAGE RECORD?**

There are two types of certified records available. The fees are as follows:

#### **Certified Duplicate Certificate \$25.00**

Generally used for Driver License, Passport Name Change, Social Security Name Change, Pensions

#### **Combination of Marriage License Application and Certificate \$50.00**

Generally used for Adoptions, Dual Citizenships, Immigrations, International Governments (for Apostille)

### **CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO:**

**“CLERK OF ORPHANS’ COURT”**

#### **MAILING ADDRESSES:**

##### **All USPS**

Orphan's Court  
PO BOX 311  
Norristown, PA 19404

##### **FedEx & UPS**

Orphan's Court  
425 Swede Street, 4th Floor  
Norristown, PA 19401