



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.

- ♦ **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