



CHRISTOPHER M. NANCARROW

Clerk of the Allen Circuit and Superior Courts

Allen County Courthouse ♦ 715 S. Calhoun Street ♦ Fort Wayne, Indiana ♦ 46802

Requests for Copies of a Marriage License

This document can be printed, completed, and then mailed or faxed to the Clerk's Office. To place an order by E-mail, please include the information that is requested below.

**Clerk of Allen Circuit Court
Records Management Division
Courthouse Room 202
715 South Calhoun Street
Fort Wayne, IN 46802**

Telephone: (260) 449-7890

Fax: (260) 449-7552

E-mail: copyrequest@co.allen.in.us

Your Name / Person to Contact	
Street Address	
City, State, and Zip Code	
Phone Number	
Type of Document	Marriage License
Number of Copies	
Certified Copy (see below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Applicant #1	
Name of Applicant #2	
Date of Marriage	
Other Information	

The Clerk is required by Indiana Law to collect copy fees of \$1.00 per page, plus \$1.00 per document if certification is required (IC 33-37-5-1 and IC 33-37-5-3). If you intend to use the copy for legal purposes, such as court proceedings, employment, or Social Security, please request that the copy be **certified**.

Send your payment by check or money order made payable to "Clerk of Allen Circuit Court" and include a self-addressed stamped envelope.

- For each **photocopy** that you are requesting, enclose a payment of \$1.00.
- For each **certified copy** that you are requesting, enclose a payment of \$2.00.

NOTE: The payment amount may vary for marriage licenses that were recorded prior to the year 1980.