

Licensing to Solemnize Marriages in Ohio

Minister License

The Ohio Secretary of State issues a license to an ordained or licensed minister of any religious society or congregation that authorizes the minister to solemnize marriages in Ohio. To obtain the license issued by the Secretary of State, please complete the Minister License Application (PDF) and submit the proper credentials and filing fee as stated on the application.

Licensing Procedures

Consult an attorney or Ohio Revised Code Chapter 3101 for information on legal requirements.

Obtain the application (PDF) or contact our office at (614) 728-9200 to have the application mailed to you.

Complete the application:

- The name of the minister provided on the application must match the name of the minister on the attached credentials.
- Please provide the applicant's mailing address and an email address and/or telephone number, which will be used to contact you if there are questions regarding the application.
- Please provide the name of the Religious Society or Congregation. The religious society or congregation name on the application must match the name on the credentials.
- Please attach a copy of the minister's credentials issued from the religious society or congregation. Credentials may come in the form of a certificate or a letter. The credentials must state the applicant is a regularly ordained or licensed minister of the religious society or congregation.
- Enclose the required filing fee of \$10.00 in a check or money order made payable to "Ohio Secretary of State."
- Documents may be mailed or delivered personally to our office and will be processed within 2-3 business days.

Mail or deliver application to:

Ohio Secretary of State
Client Service Center
180 E. Broad Street, Suite 103
Columbus, OH 43215

Frequently Asked Questions

Can I obtain a duplicate license if I lose my minister license?

No. If you lose your minister license, you must complete a new application, submit a copy of your credentials and pay a \$10.00 filing fee. A new license will be issued.

If my name changes must I obtain a new minister license?

Yes. If your name changes, you must complete a new application, submit a copy of your credentials and pay a \$10.00 filing fee. A new license will be issued.

If I leave my religious society/congregation and become affiliated as an ordained minister with a new religious society or congregation, must I obtain a new license?

Yes. You must complete a new application, submit a copy of your credentials and pay a \$10.00 filing fee. A new license will be issued.

Are any documents required to maintain an active license with the Secretary of State?

No. The license issued by the Secretary of State will remain active unless a document is presented to state the minister is no longer an ordained minister licensed to solemnize marriages. This license is not valid if the minister's name changes or if the minister becomes affiliated with a new religious society or congregation.

Please note: This office does not assign an audit number to the minister license.

While this was done in the past, the practice has been discontinued. If a marriage license requests similar information, the Probate Court can perform a search of our records on this website.

If you have any other questions, please contact the Ohio Secretary of State at (877) SOS-FILE.