



## **SUSQUEHANNA COUNTY**

Register of Wills, Recorder of Deeds  
& Clerk of the Orphans' Court Division  
of the Court of Common Pleas  
Montrose PA 18801

An official Certificate of Marriage with raised gold seal can be obtained from this office. The cost of the certificate is \$10.00, plus additional charges depending on how you pay for it and how it is delivered to you.

**HOW TO ORDER A CERTIFICATE:** We highly recommend that you order the certificate by phone or e-mail so we can first verify we have your marriage record here\*, but you can also order by regular USPS mail or in person. We will need to know the name(s) on the marriage record and the marriage date (or at least the year). When ordering by method other than phone, please also provide your phone number and your preferred methods of delivery and payment (see below). Do NOT e-mail your credit card number.

570-278-4600 and select the office option for marriage licenses  
[regrec@susqco.com](mailto:regrec@susqco.com)

Orphans' Court Clerk  
Susquehanna County Courthouse  
PO Box 218, 31 Lake Avenue  
Montrose PA 18801

**DELIVERY OPTIONS:** We can mail the certificate to you, or you can pick it up at our office in person. If we mail it to you and you did not provide a postage-paid self-addressed envelope, there will be an additional \$1.00 charge for postage.

**PAYMENT OPTIONS:** You can pay by cash, check or credit card (we cannot accept American Express). Make checks payable to "Clerk of the Orphans' Court". If you are paying by credit card, there will be an additional \$2.00 service charge.

\*Please be aware that your marriage record is kept in the County where you APPLIED for the license, not necessarily the County where your ceremony took place. For example, someone who lived in central New Jersey but was married at a venue in Susquehanna County PA, may have gotten their license from Bucks County PA. They would have to go to Bucks County to request any documentation related to that marriage.