

RICHLAND COUNTY CLERK OF COURTS

FREQUENTLY ASKED QUESTIONS

I need help but don't know where to call: Need help but not sure who to call? Know who to call but can't locate their phone number? First Call 211 is a free community service created to provide useful information to the public and to connect residents of Richland County with services that meet their needs. First call 211 answers calls 24 hours a day and 7 days a week.

For more information on First Call - 211 go to <http://www.mrcpl.org/community/first-call-211>

Where can I get a birth certificate? The Richland County Health Department can assist you in obtaining a birth certificate, no matter what Ohio county you were born in. Please call 419-774-5548 for assistance.

Where can I get a death certificate? The Richland County Health Department can assist you in obtaining a death certificate from 1907 to the present. Please call 419-774-5548. For death certificates prior to 1907, please contact Richland County Courts of Common Pleas, Probate Division at 419-774-5583 for assistance.

Where can I get a marriage license? Please call the Richland County Courts of Common Pleas, Probate Division at 419-774-5583 for assistance.

Where can I get a passport? Please call MANSFIELD: United States Postal Service office at 419-755-4560 located at 200 N. Diamond Street, Mansfield Ohio 44902 OR SHELBY: United States Postal Service at 419-342-3101 located at 26 N. Gamble Street, Shelby, Ohio 44875.

Where do I pay a traffic ticket/file a small claims matter/file an eviction/escrow rent/ask about a misdemeanor case? Please call the Mansfield Municipal Clerk of Courts at 419-755-9632 for assistance.

Where are BMV offices located? The Clerk of Courts does not administer the BMV offices in Richland County. There are two BMV offices in Richland County: MANSFIELD: 15 E. Temple Court, Mansfield, Ohio 44902. Phone: 419-522-9400. SHELBY: 159 Mansfield Ave., Shelby, Ohio 44875. Phone: 419-342-2266. The State of Ohio website is: bmv.ohio.gov.

For more information on First Call - 211 go to <http://www.mrcpl.org/community/first-call-211>

How can I get information about other Richland County offices? Please go to www.richlandcountyoh.us.

How do I file for a divorce or dissolution on my own? Please go to www.richlandcourtsuh.us, then choose Domestic Relations Court, then choose Proceeding Without an Attorney. You should also read the Court Rules located on the Court's website. To obtain standardized forms from the Ohio Supreme Court, please go back to Domestic Relations Court and choose Outside Links – then click on the link for the Ohio Supreme Court. On the right hand side of the home page are various tabs – scroll down to Domestic and Juvenile Standardized Forms. There you will find a box as follows:

WHAT DO YOU NEED TO DO?

The links below identify specific situations. Clicking on the desired link will take you to a list of forms related to these situations.

- » [Divorce Without Children](#)
- » [Divorce With Children](#)
- » [Dissolution Without Children](#)
- » [Dissolution With Children](#)
- » [Parentage, Allocation of Parental Rights and Responsibilities, and Parenting Time](#)
- » [Change in Parenting Time](#)
- » [Change in Allocation of Parental Rights and Responsibilities](#)
- » [Change in Child Support, Medical Support, Tax Exemption, or Other Child-Related Expenses](#)
- » [Request the Enforcement of a Court Order and Hold the Other Party in Contempt for Violating the Court Order](#)

[Ohio Child Support Guidelines Calculator](#)

You will have to determine how to proceed. The Clerk of Courts office may not offer you legal advice or perform legal research on your behalf.

How can I obtain or renew an Ohio Notary Commission? The Clerk of Courts office will administer the notary test through July 8, 2019 and will accept renewals until September 19, 2019. On or after September 20, 2019 you will have to go to the Ohio Secretary of State's website www.sos.state.oh.us for information on obtaining or renewing a notary commission.

How can I obtain naturalization information? All records held by the Clerk of Courts office were legally transferred to the Ohio Genealogical Society: Ohio Genealogical Society located at 611 OH-97 W., Bellville, Ohio 44813. Phone: 419-886-1903. (continued on next page)

We cannot provide you with the A-NUMBER information requested in any forms. This information is only being provided to assist you as a starting point to request naturalization or citizenship documents.

This office cannot certify any of the naturalization records once in its possession (now in the possession of the Ohio Genealogical Society as noted above) as they were not issued by this office, merely kept here as a convenience for the citizens of Richland County at the time they filed their Petition for Naturalization and their Declaration.

We cannot advise what you should do in order to apply for a replacement of a citizenship or naturalization document.

The field office of the United States Citizenship and Immigration Services serving Richland County is located in Cleveland, Ohio at A.J.C. Federal Building, 1240 East 9th Street, Room 501, Cleveland OH 44199.

Contact: Call toll free at 1-800-375-5283 OR 1-800-767-1833 (TTD for the deaf or hard of hearing).