

**WOOD COUNTY PROBATE COURT  
ONE COURTHOUSE SQUARE  
BOWLING GREEN, OH 43402  
PUBLIC RECORDS REQUEST FORM**

**Requestor's Information**

It is not necessary to identify yourself when making a public records request. It is helpful, however, if we need to contact you with questions.

Name of requestor (optional): \_\_\_\_\_

Daytime contact number for requestor (optional): \_\_\_\_\_

Address where records should be mailed: \_\_\_\_\_

**Description of Records**

This information is requested so that we may locate the record. Please provide as much information as possible, particularly if you are seeking older records. If you fail to provide the information, we may need to return the request and ask you to revise or clarify your request.

**Request #1**

Case Number: \_\_\_\_\_

Type of record (estate, marriage license, etc.): \_\_\_\_\_

Name of case or party involved (please provide both parties for marriage records):  
\_\_\_\_\_

Approximate year case was filed (within 5 years): \_\_\_\_\_

Number of Copies \_\_\_\_\_ Certified  Uncertified

**Request #2**

Case Number: \_\_\_\_\_

Type of record (estate, marriage license, etc.): \_\_\_\_\_

Name of case or party involved (please provide both parties for marriage records):  
\_\_\_\_\_

Approximate year case was filed (within 5 years): \_\_\_\_\_

Number of Copies \_\_\_\_\_ Certified  Uncertified

Copy costs are described on the web site or can be obtained by contacting the clerk's office at 419-354-9230.

Please enclose a check or money order payable to Wood County Probate Court.