

Guide to the Records of the Licking County Probate Court

Repository: Licking County Government, Records and Archives Department

Inclusive Dates: 1867-1906, 1924-1927

Administrative History: Before the founding of Licking County in 1808, probate court records for that area were filed with Fairfield County. According to the Ohio County Records Manual, the courts of common pleas in each county held the authority to oversee probate-related cases from 1802 until Ohio drafted a new state constitution in 1851, which authorized separate probate court divisions. These probate courts administered wills and estates, supervised trusts, appointed guardians, committed persons to mental institutions, issued marriage licenses, controlled certain land sales, maintained birth and death records from 1867-1908, and from 1867-1906 handled naturalization cases. Licking County's first Probate Judge, Daniel Humphrey, served in office until 1858. Humphrey previously served as the county's Prosecuting Attorney from 1840 to 1850.

On April 3, 1875 a courthouse fire destroyed many Licking County Probate Court records. Birth and Death records from 1867-1875 and case records from 1852-1875 no longer exist. However, some earlier marriage records were re-recorded or saved.

Today, the Probate Court still carries out many functions, including but not limited to issuing marriage licenses, administering estates to heirs and beneficiaries, appointing guardians to minors and incompetent adults, approving adoptions, and committing non-compliant individuals to state mental hospitals.

Probate Court records related to adoptions and mental and medical hospitalizations are not open to the public (see Section 149.43, Ohio Revised Code).

Arrangement: The collection is divided into the following series:

Series 1: Marriage Records. 1924-1927. 1 volume.

Series 2: Naturalization Records. 1867-1892. 3 volumes.

Series 3: Girls' and Boys' Industrial School Commitment Records. 1875-1881, 1889-1900, 1904-1906. 1 cubic foot.

Preferred Citation: [Series Title]; [Agency]; [Volume and Page Numbers or Box and File Numbers]; [Date]; Records & Archives Department, Licking County Government, Newark, Ohio

Records Series

Series 1: Marriage Record. 1924-1927. 1 volume.

Scope and Content: This volume includes the copies of marriage license applications and marriage certificates kept by the Probate Court. The application indicates the names, ages, residences, places of birth, occupations and parents' names of the bride and groom, whether the bride and groom were previously married, the name of the person who solemnized the marriage, date of application and names of the probate judge and deputy clerk. The marriage certificate indicates the date of actual marriage, name and residence of the person who solemnized the marriage, date of filing and name of probate judge.

Arrangement: Indexed by name of bride and groom, with the records arranged chronologically

Use Note: The Records & Archives Department is unable to provide official copies of these documents. Official copies must be obtained from the Licking County Probate Court.

Series 2: Naturalization Records. 1867-1892. 3 volumes.

Scope and Content: These volumes contain the “Final Records” of the naturalization of aliens. Final Records for minors show the age of the person applying for citizenship, the date when the applicant proved prior “requisite declaration of his intention to be naturalized,” the date when the applicant first entered the country, a statement that that person resided for at least five years in the United States of America and “one year last past in the State of Ohio” and is a person of good character and “attached to the principles of the Constitution of the United States,” the name of a person swearing to the truth of the previous information, a statement that the applicant swore an oath to support the Constitution of the United States and renounced all allegiance to a foreign sovereign, and the name of the judge handling the case.

Final Records for general adult aliens show similar information, except that they do not indicate the date when the applicant first entered the United States of America, nor the name of the judge handling the case, and they do indicate the date when the applicant made “the requisite declaration of his intention to become a Citizen of the United States.”

The volume labeled “Aliens, Minors & Soldiers” normally includes two pages for each applicant for citizenship. The right-hand page contains information similar to that described above for general adult aliens. The left-hand page, normally indicating the same application date as that shown on the right along with other duplicated information, also shows the residences of the applicant and the person testifying for the applicant, birth date of the applicant and the date when the applicant arrived in the United States. The formats of these pages differ within this volume.

A few applications in this volume are specified as being for honorably discharged veterans of the U.S. military. These are similar to previously mentioned applications, except they also indicate the military unit, place of enlistment and dates of military service of the applicant, and the county in which they intend to reside.

Arrangement: Indexed by name of applicant, with documents arranged roughly chronologically

Use Note: The Records & Archives Department is unable to provide official copies of recorded documents. Official copies must be obtained from the Licking County Probate Court.

Series 2: Inventory

Volume	Contents
1	1874-1879, Minors, labeled “Minors 1”
2	1867, 1870, 1874-1879, 1884, 1890, general Aliens, labeled “Aliens 1”
3	1880-1892, labeled “Aliens, Minors & Soldiers”

Series 3: Girls’ and Boys’ Industrial School Commitment Records. 1875-1881, 1889-1900, 1904-1906. 1 cubic foot.

Scope and Content: This collection includes records of juvenile delinquent boys and girls who were sent to institutions. The records can include such items as complaints, warnings to truants and parents, affidavits, warrants to arrest, warrants to convey, entries, subpoenas, medical

certificates, transcripts of proceedings, findings, applications for admission to reform schools, officers' returns, cost bills and other documents.

Arrangement: Chronological

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