

## MARRIAGE LICENSE APPLICATION PROCESS

A marriage license may be issued in any parish, regardless of where the ceremony is to be performed or where the parties reside (RS 9:222).

### **APPLICATION FORM; INFORMATION REQUIRED - (RS 9:224)**

1. Must contain all information required on form (see application form – RS 9:223)
2. Each parties' social security number or one of the following if not a citizen or lawful permanent resident of the U.S.:
  - Valid and unexpired passport from the country of birth, or
  - Unexpired visa with Form I-94 as issued by the U.S.
3. Must be signed in one of the following manners:
  - Both parties before a notary or deputy clerk;
  - One party before a notary and one party before a deputy clerk;
  - Waiver signed by judge or justice of the peace (they must be in the territorial jurisdiction of the court) valid only for the absent party;
  - Military exception – individual appearing attaches a copy of the other's military ID; only appearing party needs to sign application.

### **DOCUMENTS REQUIRED - (RS 9:225)**

1. **BIRTH CERTIFICATE (RS 9:226)**
  - If born in Louisiana:
    - Certified copy of each party's birth certificate (short form NOT acceptable if full name of parents are not on the short form), **or**
    - Order waiving birth certificate(s) **WITH** letter from proper registration authority that a thorough search was made and no birth record was located (RS 9:227 & 228).
  - If born outside of Louisiana but in a U.S. state or territory, (American Samoa, Guam, N Marianas Islands, Puerto Rico & Virgin Islands):
    - Certified copy of each party's birth certificate (short form **not** allowed if full name of parents are not on the short form), **or**
    - Order waiving birth certificate(s) **WITH** letter from proper registration authority that a thorough search was made and no birth record was located (RS 9:227 & 228).
  - If born outside U.S. or its territories:
    - Certified copy of party's birth certificate and a valid and unexpired passport, **or**
    - Certified copy of party's birth certificate and unexpired visa accompanied by Form I-94 as issued by the U.S.
    - Order waiving birth certificate(s) **WITH** letter from proper registration authority that a thorough search was made and no birth record was located (RS 9:227 & 228).
  - Certified translation of birth certificate if certificate is in a language other than English:
    - Must include sworn declaration of translator.
2. **IDENTIFICATION:**
  - Valid and unexpired driver's license, or
  - A government issued identification card, or
  - A valid and unexpired passport from the country of his birth, or
  - An unexpired visa accompanied by Form I-94 as issued by the U.S. **(THIS FORM MUST BE FILLED OUT BY THE IMMIGRATION OFFICE BEFORE COMING INTO THE CLERK'S OFFICE!)**
3. **Written consent or court's authorization for minor(s) to marry (if applicable)**
4. **Covenant Marriage Declaration (if applicable)**
5. **WAIVERS, if Applicable:**
  - 24-Hour Waiver (R. S. 9:242)
  - Birth Certificate Waiver as described above; (R.S. 9:227 & 228)
  - Waiver of Notarized Application as described above (9:224)