

## MARRIAGE LICENSE APPLICATION PROCESS FOR RICHLAND PARISH

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).

FEES: \$25.00 IN Cash, Check, Money order or Credit / Debit with 4% fee.

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

- Must contain all information required on form (see application form – RS 9:223)
- 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.
- 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)

- BIRTH CERTIFICATE (RS 9:226)
- If born in Louisiana:
  - Certified copy of each party's birth certificate (short form acceptable), **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), **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.
- 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.
  - Written consent or court's authorization for minor(s) to marry (if applicable)
  - Covenant Marriage Declaration (if applicable)
- WAIVERS, if Applicable:
  - 72-Hour Waiver, no change to process; (R. S. 9:242)
  - Birth Certificate Waiver as described above; (R.S. 9:227 & 228)
  - Waiver of Notarized Application as described above (9:224)
- Copy of Judgment of Divorce or Date of Death if applicable.

[Click here](#) for Marriage License Application. Information may be typed on your computer, then downloaded and printed out for signatures.

[Click here](#) if you would like to download and print these instructions.