

MARRIAGE LICENSE APPLICATION PROCESS
FOR RICHLAND PARISH

YOU MAY PRINT THE APPLICATION AND FILL IN BEFORE BRINGING IT, ALONG WITH REQUIRED DOCUMENTS, AND PAYMENT TO THE RICHLAND PARISH CLERK'S OFFICE ON THE FIRST FLOOR OF THE RICHLAND PARISH COURT HOUSE. IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CALL OUR OFFICE AT 318-728-4171.

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: \$27.50 IN Cash OR Money Order Only.

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:**
 - 24-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.

