

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE

Caldwell Parish

Application for a marriage license may be made by the bride/spouse or groom/spouse; only one party needs to be present, but must present all required documents for both parties.

1) **AGE REQUIREMENT**

Applicants must be 18 years of age. If an applicant is 16 or 17 years of age, both parents must appear with photo identification to sign a consent form. If under the age of 16, in addition to parents written consent, you must have written consent from a judge.

2) **BIRTH CERTIFICATES/BIRTH CARDS**

****THIS CAN NOT BE WAIVED UNLESS A LETTER IS RECEIVED FROM THE STATE REGISTRAR (WHERE THE PARTY WAS BORN) THAT THEY CAN NOT FIND THE BIRTH CERTIFICATE****

Applicants must present an original birth record. If either party was born outside the United States, he/she must present the original birth certificate. Foreign language birth certificates must be translated into English by that country's Consulate per La. R.S. 13:3725. No other translations are acceptable. Foreign Language originals must be submitted along with the original translation. Also, if with party was born outside the United States, he/she must present his/her passport, naturalization papers or green card.

3) **SOCIAL SECURITY NUMBERS**

Applicants must provide both Social Security Numbers. Social Security cards do not have to be produced.

4) **PRIOR MARRIAGES **WE CAN ONLY ACCEPTED A FAX COPY FROM ANOTHER CLERK'S OFFICE****

If either party has been married before, he/she must provide a certified copy of the judgment of divorce or the month, day, and year of death of the previous spouse. And, the number of this marriage.

5) **TIME REQUIREMENTS**

Applicants must obtain marriage license 3 days (72 hours) prior to the ceremony. A judge can waive this or justice of the peace authorized to perform the ceremony. A marriage license is valid for 30 days from the date of issuance.

6) **COVENANT MARRIAGE**

A Covenant Marriage requires the same information stated above in addition to premarital counseling. Applicants wanting to obtain a Covenant Marriage must submit a declaration of intent and affidavit and attestation. The Clerk of Court's Office provides these forms. Also, the minister or counselor must be present for completion of these documents.

7) **OTHER INFORMATION**

The following information for both parties is also required:

Highest grade of education completed; father's full name and state of birth; mother's full name (maiden name) and state of birth.

The law prohibits the marriage of collaterals within the fourth degree. In other words, we cannot issue a license to a brother or sister, first cousins, uncle and niece, aunt and nephew. (L.R.S. Title 9, Sec. 211 Relations of the fourth degree)

8) **Fees**

The fee for obtaining a marriage license is \$25.00 (*no bill larger than a \$20, please*). A certified copy of the marriage license is \$6.00 and it is available upon request.

ALL FEES ARE NON-REFUNDABLE

BOTH PARTIES MUST BE PRESENT.