

DHH OFFICE OF PUBLIC HEALTH VITAL RECORDS REGISTRY

ORLEANS PARISH MARRIAGE LICENSE OFFICE

Informational Packet 17

The New Orleans Marriage Office is open Monday-Saturday 8:15 a.m. - 4:00 p.m. except state holidays, for purchase of Orleans Parish Marriage Licenses and birth cards. The full service Louisiana Issuance office is not open on Saturdays for the purchase of any other documents.

This packet includes the following:

1. This Page – Orleans Parish Marriage License Information
2. Summary of Requirements for Obtaining a Louisiana Marriage License
3. License Application Fax Ahead Form
4. Application for Orleans Parish Marriage License
5. Statement of No Social Security Number (Must be completed by applicants who have not been assigned a U.S. Social Security number.
6. Marriage Officiant Registration Affidavit Form
7. Declaration of Intent – Covenant Marriage** (VRR 050-7/97)
8. Covenant Marriage – Affidavit and Attestation (VRR 051-8/04)
9. Declaration of Intent – Covenant Marriage, For Married Couples (VRR 050A-10/99)
10. Covenant Marriage – Affidavit and Attestation. For Married Couples (VRR 51A – 8/04)

The law governing the issuance of Louisiana Marriage Licenses is found in the Louisiana Revised Statutes (LSA – R.S. 9:201 et seq.). It tells you who may marry, who may officiate at a ceremony, the requirements for obtaining a Marriage License, and other information and instructions related to marriage in general. A marriage license from any Louisiana parish may be used in the same parish or any other Louisiana parish to get married. Your officiant must file your completed marriage certificate in the parish where the license was obtained, and you must obtain certified copies of your marriage certificate from that parish.

In Orleans Parish, licenses are issued at the New Orleans State Office Building, Room 101, 325 Loyola Avenue (See Driving Instructions for Vital Records Registry Offices), and at the First City Court, Section D., 225 Morgan Street in Algiers.

Marriage Licenses are also issued by the Office of the Clerk of Court in each parish. If you would like to obtain a Marriage License in a parish other than Orleans, you need to contact the Office of the Clerk of Court in that parish. Please note that the marriage will be recorded in the parish where the marriage license was purchased. The Marriage License fees vary from parish to parish. You may access the Louisiana Clerk of Court directory at their web site <http://www.lafayetteparishclerk.com/district.html>

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE

ORLEANS PARISH, NEW ORLEANS, LOUISIANA

The Orleans Parish Marriage License Office is located in the Louisiana State Office Building, 325 Loyola Avenue, Room 101. Licenses are issued between 8:15 a.m. and 4:00 p.m., MONDAY through SATURDAY. The licenses are valid in any parish in the State of Louisiana .

Application for a marriage license may be made by the bride or groom in Louisiana, as only one of the parties must be present if you have all your documents. Applicants must present the following:

- 1) A current driver's license, photo ID or their equivalent.
A list of other acceptable identification documents is available upon request.
- 2) A certified copy of a birth certificate or a certified birth card for both parties.
Louisiana residents may purchase a birth card for this purpose six days a week in the marriage office.
Non-residents may apply to have this requirement waived Monday-Friday during normal business hours ONLY by a Judge of the First City Court. A valid passport is acceptable as proof of ID and birth (items 1 and 2).
- 3) Applicants must provide both Social Security numbers.
If no number has been issued, that person must sign a statement to that effect and must appear in person. This form is available in the marriage office and on our web-site.
- 4) If either party has been divorced, s/he must provide the date of the final divorce decree. A widow/er must provide the date of death of the former spouse when they apply for a license to marry.

A seventy-two hour waiting period is required by law between the time of issuance of the license and the ceremony. Judges of the First or Second City Courts are authorized by law to waive the waiting period for Louisiana residents and they can do this during their Monday-Friday hours of operation ONLY. Also, if either the bride or groom is from OUT-OF-STATE, the services will occur in Orleans parish AND be performed by a registered Orleans officiant, that officiant can waive this waiting period. The waiver MUST be attached to the completed marriage certificate when it is returned to Vital Records.

Louisiana does not require a pre-marital medical examination or a blood test.

Marriage under the age of eighteen (18) is prohibited by law, except as follows: Applicants over the age of sixteen (16) but less than eighteen (18) must have the signed consent of both parents, or an order from a Judge of Juvenile Court. Females under sixteen (16) will be issued a license ONLY upon the written order of the Juvenile Court Judge.

A marriage license expires and becomes invalid at midnight thirty (30) days after the date of issuance. If the service is postponed, you must turn in the old license and purchase a new one.

You are encouraged to purchase one or more certified copies of your final Marriage Certificate when you apply for your license. Certified copies of a Marriage Certificate cost \$5.00 + a \$.50 mailing charge per transaction.

PRICE OF A LICENSE: \$27.50
(by statute \$12.50 of this fee goes to the Family Violence Trust Fund)
ALL FEES ARE NON-REFUNDABLE.

Revised 8/02/04

Marriage License Application Fax-Ahead Form

Either the bride or the groom must appear in person at the Orleans Parish Marriage Office, 325 Loyola Avenue, New Orleans, Room 101 between 8:15 AM and 4:00 PM Monday-Saturday with documents described in Requirements for Obtaining a Marriage License.

To expedite the process, you may use this form to fax your *Application for Orleans Parish Marriage License*, the required documents and fees by credit card. The Marriage Office will prepare your Marriage License in preparation for your visit. They are required to review & verify your original documents during your visit before issuing the marriage license.

Please be advised that once we prepare your Marriage License, the fees are not refundable.

FAX TO: LA. DHH/OPH/VR MARRIAGE OFFICE (504) 568-6909

You MUST include your Credit Card information - Indicate One: Visa MasterCard American Express

Name & Address on Credit Card:

Credit Card Number and Expiration Date:

MARRIAGE LICENSE FEE	FEE: \$	27.50
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ONE CERTIFIED COPY OF THE COMPLETED MARRIAGE CERTIFICATE:	FEE: \$	5.50
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ADDITIONAL CERTIFIED COPIES - _____ (NUMBER) AT \$5.00 EACH:		
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TOTAL AMOUNT TO BE CHARGED TO CREDIT CARD:	\$	
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PRINTED NAME & SIGNATURE OF THE CREDIT CARD HOLDER: _____

GROOM (FIRST, MIDDLE, LAST)

BRIDE (FIRST, MIDDLE, MAIDEN)

1. Date Bride and/or Groom will appear in person to obtain the Marriage License: _____

2. Date set for the Marriage Ceremony: _____

3. Certified copies of your Marriage Certificate will be mailed to you after we receive the completed & signed certificate from your officiant. Please print your complete address for mailing your certificate(s):

Street or
Route No.

City and
State

Zip Code

Home

Phone No.

Office

Phone No.

APPLICATION FOR ORLEANS PARISH MARRIAGE LICENSE
DHH-OFFICE OF PUBLIC HEALTH, DIVISION OF VITAL RECORDS & HEALTH STATISTICS
PHS 4 REVISED 8/02/04

DATE OF ANTICIPATED MARRIAGE: _____

LAST NAME OF GROOM	GENERATION	FIRST NAME	SECOND OR MIDDLE NAME		
_____	_____	_____	_____		
STREET ADDRESS	APT #/OTHER	CITY	IN LIMIT	ZIP CODE	
_____	_____	_____	YES OR NO	_____	
PARISH OR COUNTY	STATE//COUNTRY				
_____	_____				
RACE	BIRTH DATE	STATE /COUNTRY OF BIRTH			
_____	_____	_____			
NUMBER OF THIS MARRIAGE	LAST MARRIAGE ENDED BY :		LAST MARRIAGE END DATE		
_____	DEATH DIVORCE ANNULMENT		_____		
EDUCATION – CIRCLE HIGHEST COMPLETED : ELEMENTARY 0, 1, 2, 3, 4... H.S. 1, 2, 3 OR 4 COLLEGE 1, 2, 3, 4, 5+					
SOCIAL SECURITY NUMBER: _____ IF NONE, ATTACH COMPLETED AND SIGNED STATEMENT OF NOSSN.					
FATHER'S LAST NAME, FIRST NAME, MIDDLE		STATE OF BIRTH	*	MOTHER'S MAIDEN NAME, FIRST, MIDDLE	
_____		_____	*	_____	

MAIDEN NAME OF BRIDE	FIRST NAME	SECOND OR MIDDLE NAME			
_____	_____	_____			
STREET ADDRESS	APT #/OTHER	CITY	IN LIMITS	ZIP CODE	
_____	_____	_____	YES OR NO	_____	
PARISH OR COUNTY	STATE//COUNTRY				
_____	_____				
RACE	BIRTH DATE	STATE /COUNTRY OF BIRTH			
_____	_____	_____			
NUMBER OF THIS MARRIAGE	LAST MARRIAGE ENDED BY :		LAST MARRIAGE END DATE		
_____	DEATH DIVORCE ANNULMENT		_____		
EDUCATION – CIRCLE HIGHEST COMPLETED : ELEMENTARY 0, 1, 2, 3, 4... H.S. 1, 2, 3 OR 4 COLLEGE 1, 2, 3, 4, 5+					
SOCIAL SECURITY NUMBER: _____ IF NONE, ATTACH COMPLETED AND SIGNED STATEMENT OF NOSSN.					
FATHER'S LAST NAME, FIRST NAME, MIDDLE		STATE OF BIRTH	*	MOTHER'S MAIDEN NAME, FIRST, MIDDLE	
_____		_____	*	_____	