

MARRIAGE LICENSE APPLICATION PROCESS
WEST CARROLL PARISH

YOU MAY PRINT THE APPLICATION AND FILL IN BEFORE BRINGING IT, ALONG WITH REQUIRED DOCUMENTS AND PAYMENT TO THE **WEST CARROLL PARISH** CLERK'S OFFICE ON THE FIRST FLOOR OF THE **WEST CARROLL 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: \$32.50 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.

STATE OF LOUISIANA CERTIFICATE OF MARRIAGE

LICENSE NO. _____

STATE FILE NO. **117**

1A. LAST NAME OF GROOM		1B. FIRST NAME		1C. SECOND NAME	
2. USUAL RESIDENCE - CITY, TOWN, OR LOCATION			3. IS RESIDENCE INSIDE CITY LIMITS? YES [] NO []	4. PARISH/COUNTY	5. STATE
6. RACE	7. DATE OF BIRTH (Month-Day-Year)	8. STATE OF BIRTH (If not in U.S.A., Name Country)			
9. FATHER - NAME		10. STATE OF BIRTH (If not in U.S.A., Name Country)	11. MOTHER - MAIDEN NAME		12. STATE OF BIRTH (If not in U.S.A., Name Country)

GROOM

13A. LAST NAME OF BRIDE		13B. FIRST NAME		13C. SECOND NAME		13D. MAIDEN NAME (if different)
14. USUAL RESIDENCE - CITY, TOWN, OR LOCATION			15. IS RESIDENCE INSIDE CITY LIMITS? YES [] NO []	16. PARISH/COUNTY	17. STATE	
18. RACE	19. DATE OF BIRTH (Month-Day-Year)	20. STATE OF BIRTH (If not in U.S.A., Name Country)				
21. FATHER - NAME		22. STATE OF BIRTH (If not in U.S.A., Name Country)	23. MOTHER'S MAIDEN NAME		24. STATE OF BIRTH (If not in U.S.A., Name Country)	

BRIDE

24A. Covenant Marriage: yes [] no [] (If yes, complete the following statement.)
 We, _____ and _____
 do hereby declare our intent to contract a Covenant Marriage and, accordingly, have executed a declaration of intent attached hereto.

COVENANT MARRIAGES

I/WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE.

25. GROOM'S SIGNATURE	26. BRIDE'S SIGNATURE
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SIGNATURE

This License Authorizes the Marriage in This State of the Parties Named Above By Any Person Duly Authorized to Perform a Marriage Ceremony Under the Laws of the State of Louisiana.

27. EXPIRATION DATE (Month, Day, Year and Time)

LICENSE TO MARRY

28. SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Month, Day, Year)	29. SIGNATURE OF ISSUING OFFICIAL	30. TITLE OF ISSUING OFFICIAL
By:		
31. PARISH	32. CITY OR TOWN	33. TIME OF ISSUE

34. I CERTIFY THAT THE ABOVE NAMED PERSONS WERE MARRIED ON: (Month, Day, Year) at : M	35. WHERE MARRIED - CITY, TOWN, OR LOCATION	36. PARISH
37. SIGNATURE OF PERSON PERFORMING CEREMONY	38. NAME (Type/Print)	39. TITLE

CEREMONY

40. ADDRESS OF PERSON PERFORMING CEREMONY (Street and Number or Rural Route Number, City or Town, State, Zip Code)		
41A. GROOM'S SIGNATURE	41B. BRIDE'S SIGNATURE	
42A. SIGNATURE OF WITNESS TO CEREMONY	42B. SIGNATURE OF WITNESS TO CEREMONY	

43. SIGNATURE OF LOCAL RECORDING OFFICIAL	44. DATE FILED (Month, Day, Year)
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RECORDING OFFICAL

244032

NO. OF THIS MARRIAGE	IF PREVIOUSLY MARRIED	DATE		EDUCATION - CIRCLE HIGHEST GRADE COMPLETED		
		Month	Year	Elementary 0, 1, 2, 3, 4, or 8	High School 1, 2, 3, or 4	College 1, 2, 3, 4, or 5
1st, 2nd, etc. (Specify)	Last Marriage Ended by - Death, Divorce, or Annulment (Specify)					

NO. OF THIS MARRIAGE	IF PREVIOUSLY MARRIED	DATE		EDUCATION - CIRCLE HIGHEST GRADE COMPLETED		
		Month	Year	Elementary 0, 1, 2, 3, 4, or 8	High School 1, 2, 3, or 4	College 1, 2, 3, 4, or 5
1st, 2nd, etc. (Specify)	Last Marriage Ended by - Death, Divorce, or Annulment (Specify)					

Consanguaneous or Adoptive Relationship

Groom's Social Security Number	Bride's Social Security Number
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SSNS