

MARRIAGE LICENSE INFORMATION

Applications must be made in person by the bride and groom or both parties.

LOCATIONS

8:00 a.m. until 4:30 p.m. Monday through Friday, except legal holidays

Downtown Clerk of Court

Public Service Department
Governmental Building/City Hall
222 St. Louis Street, Room B115
Baton Rouge, LA 70802
225-389-3950

Airline Clerk of Court Branch Office

Public Service Department
9050 Airline Highway
Suite 100
Baton Rouge, LA 70815
225-293-2933

8:30 a.m. until 4:30 p.m. Monday through Friday, except legal holidays

Baker Municipal Annex

1320 Alabama Street
Baker, LA 70714
225-778-1866

Please arrive at least 30 minutes prior to closing in order to allow time for processing.

If you are applying at the Baker office, please call in advance to ensure that applications can be issued at your preferred time.

GENERAL INFORMATION

Marriage Licenses obtained in East Baton Rouge Parish are valid only for ceremonies performed in Louisiana; however, applicants do not need to be Louisiana residents.

A 24 hour waiting period between time of issuance of the Marriage License and the ceremony applies. Marriage Licenses are valid for thirty (30) days from the date of issuance.

REQUIREMENTS

1. Applicant(s) appearing in person must provide current picture identification.
2. Both applicants must provide:
 - An original or certified copy of their birth certificate written or translated in English, or if naturalized, a Naturalization Certificate
 - **Non-citizens** need an original or certified copy of their birth certificate written or translated in English and a valid passport. A Visa with an I-94 form issued by the U.S. Government is also acceptable. **A RESIDENT ALIEN CARD WILL NOT BE ACCEPTED.**
 - Parents' full names, including mothers' maiden name
 - Birth state of each parent
 - Social security numbers (will be redacted on documents available for public viewing)

3. Any applicant under 18 years must obtain parental consent (see Applicants under 18 below).
4. Any applicant, who has previously been married, must provide a certified copy of the Judgment of Divorce or a certified copy of the Death Certificate of applicant's former spouse.

FEES

\$27.50 for Marriage License

\$10.00 for each certified copy (to be mailed after completion)

Fees must be paid by Credit Card, Cash, Cashier's Check or Money Order made payable to: EAST BATON ROUGE PARISH CLERK OF COURT

*Please note that Credit Cards are not accepted at the Baker office, only Cash, Cashier's Check or Money Order.

PERSONAL CHECKS ARE NOT ACCEPTED

ONLINE APPLICATION WORKSHEET

Applicants are encouraged to complete the ONLINE APPLICATION WORKSHEET prior to arriving at the location to save time. Access our website at ebrclerkofcourt.org on the Marriage License information webpage to fill out the ONLINE APPLICATION WORKSHEET.

The ONLINE APPLICATION WORKSHEET should not be completed more than 15 days prior to your arrival at the location.

APPLICANTS UNDER 18

Applicants under age 16 must obtain a court order from a court with jurisdiction over juvenile matters.

Applicants under 18 must be accompanied by both parents, who must provide current picture identification. If either parent has sole legal custody of the applicant or is deceased, a certified copy of the judgment granting sole custody or a death certificate must accompany the application. If both parents are deceased, the legal guardian(s) must give consent with proof of guardianship.

Parents of applicants under age 18 must bring with them an original or certified copy of an affidavit of parental consent, executed before a notary public.

COVENANT MARRIAGE

Applicants for a covenant marriage must have completed premarital counseling. Additional information is available on our website at ebrclerkofcourt.org on the Marriage License information webpage.

BIRTH CERTIFICATES

Certified copies of birth certificates can be obtained from the Vital Records Registry for the state or country of your birth. If you were born in Louisiana contact:

Downtown Clerk of Court

Governmental Building/City Hall
222 St. Louis Street, First Floor
Baton Rouge, LA 70802
225-389-5277

Vital Records Registry

325 Loyola Avenue
New Orleans, LA 70160
504-219-4500

(KIOSK ONLY)

353 North 12th Street
Baton Rouge, LA 70802

An applicant who has legally changed his/her name must present a birth certificate with the corrected name.

If your birth certificate is not in English, you must also present a translation. The translation shall contain a sworn declaration of the translator that he/she is fluent in the language of the original birth certificate and of the translation, and that the translation is a true and accurate representation of the original. This declaration **MUST** be signed by the translator.

If Vital Records is unable to locate your birth certificate, you must: 1) present a certificate from the Vital Records Registry in the parish/county in which you were born attesting to the search, and 2) obtain a waiver from a Justice of the Peace, City Court Judge, Family Court Judge, Juvenile Court Judge or District Court Judge in East Baton Rouge Parish.

DEATH CERTIFICATES

Certified copies of death certificates can be obtained from the Vital Records Registry for the state or country where the death occurred. For Louisiana Records:

Downtown Clerk of Court

Governmental Building/City Hall
222 St. Louis Street, First Floor
Baton Rouge, LA 70802
225-389-5277

Vital Records Registry

325 Loyola Avenue
New Orleans, LA 70160
504-219-4500

JUDGMENTS OF DIVORCE

To obtain a certified copy of a judgment of divorce, contact the court of jurisdiction in the state and parish/county in which you obtained the divorce. If the judgment was obtained in East Baton Rouge Parish, our Public Service Department can assist you; call (225)389-3950.

If the judgment was obtained in another parish in Louisiana, contact the Clerk of Court in that parish for information. <http://ebrclerkofcourt.org>

QUESTIONS

If you have any questions, please call our Downtown office at (225) 389-3950 or our Airline Branch at (225) 293-2933 and someone will be happy to assist you.