

H. LYNN JONES II
Clerk of Court and Ex-Officio Recorder
Fourteenth Judicial District of Louisiana
Parish of Calcasieu
Lake Charles, Louisiana

Post Office Box 1030
Lake Charles, Louisiana 70602



Main: 337-437-3550
Fax: 337-437-3350

MARRIAGE LICENSE CHECKLIST

This checklist is a simplified list for the convenience of our customers. See website for more detailed information.

calclerkofcourt.com

- Both **parties must be present** to sign application in person in the Clerk of Court office.

Clerk of Court
1000 Ryan Street
Lake Charles, LA 70601

- Parking: Lot at intersection of Python St. & Gill St.
- Enter Clerk of Court Office on 2nd floor of Courthouse building.
- Proceed to Recording Department.
- If both parties can not be present due to extenuating circumstances, contact our office for instructions.

- Application Form** – Available online.

- Certified copies of **Birth Certificates**

If you do not have a certified copy of your Birth Certificate, one can be obtained online or via mail from the Office of Vital Records (Dept. of Health and Hospitals) at **new.dhh.louisiana.gov** or in person at:

Sulphur Annex / Clerk of Court ("Old City Hall")
500 A North Huntington Street
Sulphur, LA 70663

Details, cost, and estimated wait time for birth certificates are available on our website.

- ID** – Driver's license, valid passport, or unexpired visa.

- Payment of **\$27.50**

- Written consent or court's authorization for minor(s) to marry if applicable.

WAITING PERIOD: There is a 72 hour waiting period between the time you receive the license and the ceremony. The license expires 30 days after issuance, so the ceremony must occur within 30 days.

If you are unable to provide all of the listed items above, please see our website for more detailed information. Waivers are available in extenuating circumstances.

For more information, call our Marriage Department at 437-3550.