

Robin L. Hooter
Clerk of Court
Parish of Rapides, State of Louisiana
Public Service Department

Request for certified copies of Marriage License

Newlyweds should order a certified copy of their marriage license two weeks after the marriage to insure that the license is returned and recorded.

The bride will need a certified copy of the marriage license to make appropriate name changes (from maiden to married name) on all legal documents such as social security documents and drivers' licenses.

When ordering certified copies of marriage licenses by mail, please include the following:

| | |
|-------------------------------|----------------------------|
| Groom's Full Name | Bride's Maiden Name |
| Date of Marriage (mm/dd/yyyy) | Number of Certified Copies |

Certified copies of marriage license cost \$6.00 each and regular copies are \$1.00 each. (Cash, check, or money order)

If requesting by mail :

Do not send cash. Send check or money order, a printed copy of this completed page, and a self addressed stamped envelope to:

Public Service Department
Rapides Parish Clerk of Court
701 Murray Street, Suite 102
Alexandria, LA 71301

We also need a way to contact you should any questions arise. On the lines below please provide contact information of how you may be reached Monday thru Friday 8:30 to 4:30.

Example: email address or phone number
