

**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  
P.O. Box 952  
Alexandria, LA 71309-0952

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

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