

Birth Certificate/Death Certificate Checklist-

You must contact our office at 318-473-8153 for an appointment. Only the party applying may enter the courthouse at this time. (Due to capacity limitations and social distancing) You must enter through the front doors of the courthouse.

Was the party born or deceased in Louisiana?

Yes – Proceed to next question

No – Contact the proper state

Does the requesting party have a current unexpired drivers' license and are you entitled to the request?

Yes – Proceed to next question

No – ID must be provided.

Did you complete and email the Birth Certificate/Death Certificate license application?

The application can be found at www.RapidesClerk.org, click on General Information the click on Forms and Links. You will see the link for the birth certificate application in red (this can also be used for death certificates). You must complete all 3 sections in red containing subtotal (twice) and total fees. Complete form, when finished click "Share" on the right hand side, attach to email, click attach, then send copy to info@rapidesclerk.org Check your email prior to arriving at the courthouse to ensure you have all your information. If you do not receive a return email, proceed to the office.

Do you have the correct cash in exact change? (We will not have change at this time)

Yes – Proceed to next question

No – Please visit an ATM or Bank before applying

Was the party born prior to 1985?

Yes – This may require updating by the state and may require two appointments. Please let the clerk know when scheduling an appointment.

No – Proceed to next question

Did the decedent die prior to July, 2012?

Yes – You must contact New Orleans Vital Statistics

No – Proceed to next question

When you arrive, you will be screened by a Sheriff's deputy prior to entering. Your temperature will be taken and you will be required to fill out a form and wear a mask (you may bring your own). If you are sick, do not attempt to enter the building.

When you enter our office you will see 6 foot placement stickers for social distancing. Please pay attention and do not crowd anyone.