

## Marriage License Checklist-

You must contact our office at 318-473-8153 for an appointment. Only the parties 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.

If either party is a minor that requires parent's permission, let the clerk know when you schedule your appointment so the correct number of people will be allowed in.

Does each party have a current unexpired drivers' license?

Yes – Proceed to next question

No – ID must be provided for each party unless notarized prior to appearance.

Did you complete and email the marriage license application?

The application can be found at [www.RapidesClerk.org](http://www.RapidesClerk.org), scroll over "Marriage License" and click on it. You will see the link for the application in red in the second paragraph. Complete form, when finished click "Share" on the right hand side, attach to email, click attach, then send copy to [info@rapidesclerk.org](mailto: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 27.50 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

Will both parties be present to apply?

Yes – Proceed to next question

No – The party not appearing must have their signature on the application notarized prior to applying (must print out form and bring in/not email, however email the form without signatures for review)

Do you have your copies of birth certificates?

Yes – proceed to next question

No – If born in Louisiana tell the Clerk when you make your appointment that you will need to get a Birth Certificate also. If not born in Louisiana, contact the state of birth for a copy.

If divorced or widowed do you have a certified copy of the judgment of divorce or death certificate?

Yes – proceed to next question

No – If divorced in Rapides let the clerk know you will need a copy of your judgment of divorce to go with your marriage license. (Cost is generally \$6.00) Otherwise, contact the jurisdiction of your divorce and request a copy to bring in with you.

If widowed and the decedent passed away in Louisiana, let the clerk know you will need a copy of your spouse's death certificate so they can schedule extra time. (Follow instructions for Death Certificates to fill out online and email prior to your appointment – Cost is 26.00) If the death was outside of Louisiana, contact that state for a copy of the death certificate.

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.