

**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](http://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 2<sup>nd</sup> 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](http://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 / CASH ONLY**

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

**WAITING PERIOD:** There is a 24 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.**