



ARCHDIOCESE OF
NEW ORLEANS

Office of the Chancellor

State of Louisiana Marriage Officiant Registration

Clergy who officiate at marriage(s) in the State of Louisiana are required by state law to register in the Parish (civil) where the marriages will be principally performed.

In order to register as an officiant for marriage in the State of Louisiana the following is required:

1. The completed enclosed form notarized by a civil notary public.
2. A copy of the cleric's ordination certificate or a notarized letter or statement from the cleric's ordinary/religious superior where incardinated stating that the cleric has faculties to witness marriages.
3. A photocopy of the cleric's current driver's license or state issued identification card.
4. Send the above to the Clerk of Court in the parish (civil) where the marriage(s) is/are to be performed, or in the case of an officiant who is domiciled in the State of Louisiana to the Clerk of Court in the Parish where marriages will be principally performed. A list of the proper offices and mailing addresses for the civil parishes located within the boundaries of the Archdiocese of New Orleans follow these instructions.

Acknowledgement of Officiant Registration may or may not be received. Therefore, it is important to retain a copy of these documents for your file.

Chan17:RegwithState073117

(504) 861-6256

Fax: (504) 861-9525

chancellor@archdiocese-no.org

7887 Walmsley Avenue

New Orleans, LA 70125

Archdiocese of New Orleans

Civil Parish Clerks of Court

(For purposes of filing Marriage Officiant Registration)

Orleans Parish

Center for Records and Statistics
ATTN: Marriage Office
P.O. Box 60630
New Orleans, LA 70160
(504) 593-5100

Jefferson Parish

Jefferson Parish Clerk of Court
ATTN: Marriage Department
P.O. Box 10
Gretna, LA 70054
(504) 364-2922

St. Tammany Parish

St. Tammany Parish Clerk of Court
ATTN: Personal Documents
P.O. Box 1090
Covington, LA 70434
(985) 809-8745

St. Charles Parish

St. Charles Parish Clerk of Court
ATTN: Sarah
P.O. Box 424
Hahnville, LA 70057
(985) 783-6632

St. Bernard Parish

St. Bernard Parish Clerk of Court
ATTN: Recording Department
1101 W. St. Bernard Highway
Chalmette, LA 70044
(504) 271-3434

Plaquemines Parish

Plaquemine Parish Clerk of Court
P.O. Box 40
Belle Chasse, LA 70037
(504) 297-5180

St. John the Baptist Parish

(IN PERSON ONLY)
St. John the Baptist Clerk of Court
2393 Highway 18
Edgard, LA 70049
(985) 497-3331

Washington Parish

(IN PERSON ONLY)
Courthouse Building
Corner of Washington & Main Street
Franklinton, LA 70438
(985) 839-4663

Louisiana Marriage Officiant Registration Affidavit

Parish Where Marriages Principally Performed _____

BEFORE ME, the undersigned notary, personally came and appeared

_____, who being first sworn by me deposed and stated:

That he/she is a priest, minister, rabbi, clerk of the Religious Society of Friends, or any

clergyman of _____

(Name of church, denomination, and location)

that he/she is a resident of _____

(Street Address)

(City) (State) (ZIP)

And, that he/she makes this affidavit for the purpose of registering as a person authorized

to celebrate marriages in the State and Parish as required by LSA-R.S. 9:204.

Signature of Officiant: _____.

Sworn and subscribed before me this _____ day of _____, _____.

My Notary State Registration Number: _____ expires on _____.

Notary State (if not Louisiana): _____.

REQUIRED ATTACHMENTS:

Photocopy of ID or Driver's License

Photocopy of Ordination Certificate