



Caddo Parish Clerk of Court

Mike Spence, Clerk of Court

501 Texas St., Room 103
Shreveport, LA 71101

APPLICATION FOR CERTIFIED COPY OF BIRTH/DEATH CERTIFICATE

FORM PROVIDED BY LOUISIANA STATE REGISTRAR

<input type="checkbox"/> Birth Certificate	Number of Copies Requested: _____	\$34.00 each	_____
<input type="checkbox"/> Birth Certificate + Birth Card (sold as pair only-Act 270)	Number of Pairs Requested: _____	\$48.00	_____
<input type="checkbox"/> Death Certificate	Number of Copies Requested: _____	\$26.00 each	_____
		SUBTOTAL	_____

		TOTAL FEES DUE	_____

If no record is found, you will be notified and fees will be retained for the search per R.S. 40:40. All fees set by statute per R.S. 40:39-40 and Act 390.

Record Information

NOTE: Birth records over **100 years old** and Death records over **50 years old** can be obtained by writing the Secretary of State. Address: Louisiana State Archives, P.O. Box 94125, Baton Rouge, LA 70804-9125.

Name at Birth/Death

First _____ Middle _____ Last _____

Date of Birth/Death _____ Sex _____

City of Birth/Death _____ Parish of Birth/Death _____

Mother's Full Maiden Name before Marriage

First _____ Middle _____ Maiden _____

Father's Name

First _____ Middle _____ Last _____

Relationship to Person Named on the Certificate (must submit photo ID)

Self Father Grandparent Sister Legal Guardian (with judgement of custody)
 Mother Child Grandchild Brother Current Spouse

Applicant Information

First Name _____ Last Name _____ Day Phone _____

Residence Address _____ City _____ State _____

Email _____ ZIP Code _____

Office Use Only

I am aware that any person who willfully and knowingly makes any false statement on an application for a certified copy of a vital record is subject upon conviction to a fine of not more than \$10,000 or imprisonment of not more than five years, or both.

Signature _____

Order will be returned if items not completed and included:

Signed application Copy of Federal or State photo ID Correct fees