

Where to Obtain Documents Required to Verify Dependent Status

The following instructions apply to active employees and retirees who were married, born or have children born in the United States. For those who were married, born or have children born elsewhere, contact the authorities in the appropriate city or country.

Marriage Records

To obtain a certified copy of your marriage license, contact the clerk of court for the parish in which you were married. For a list of Louisiana clerks of court, go to <http://www.sos.louisiana.gov/Portals/0/elections/pdf/COC-ROVlist.pdf>.

If you were married in another state, go to www.cdc.gov for a list of states and instructions on how to obtain marriage records.

Birth Certificates

To obtain a certified copy of a Louisiana birth certificate, contact your local public health unit. The cost is \$15 each. For a list of public health units in Louisiana and their services, go to <http://www.dhh.louisiana.gov/offices/?ID=223>. If your local public health unit does not issue certified copies of birth certificates, contact the Louisiana Office of Public Health at:

Vital Records Registry
P.O. Box 60630
New Orleans, LA 70160

Contacts and costs for Texas and Mississippi birth certificates are as follows:

Texas Department of Health - Bureau of Vital Statistics (\$22)
P.O. Box 12040
Austin, TX 78711-2040

Mississippi Department of Health - Vital Records (\$15)
P.O. Box 1700
Jackson, MS 39215-1700

If you or your children were born in another state, go to www.cdc.gov for a list of states and instructions on how to obtain birth records.

Other Legal Documents

If you need a certified copy of another type of legal document, such as a judgment or adoption decree, contact the clerk of court in the appropriate parish, county or municipal court.

If you do not have Internet access, you may visit your local public library or contact an OGB area customer service office for further assistance.