

**VITAL RECORDS SERVICES  
AT  
CALCASIEU PARISH HEALTH UNIT**

**LAKE CHARLES HEALTH UNIT ONLY**

**3236 Kirkman St  
Hours: 8:30 – 3:00  
(337) 478-6020**

**The Lake Charles Vital Records Office  
is for walk-in service **ONLY**.**

**Mail in services are processed **ONLY** through New Orleans.**

- ❖ **Simple request for birth certificate replacements for persons born after 1983 can usually be obtained through one day service (anywhere from 20 minutes to 1 hour). Other requests take longer to process.**

**Fee/ID Requirements**

**Fee: \$15 for 1 FULL Certified Birth Certificate** (personal check or money order)  
Calcasieu Parish Schools require a full certified birth certificate.

**ID Requirements: Picture ID from a valid Driver's License, military or state issued ID.** (If these are not available, call 478-6020 for other forms of ID)

The Lake Charles Office cannot:

- make name changes
- make corrections
- issue original birth certificates for adoptions

These MUST be sent to: Louisiana Vital Records Registry  
P. O. Box 60630  
New Orleans, LA 70160