



Louisiana Immigrant Safety Plan For Youth And Children

See Appleseed's **Deportation Preparation Manual for Immigrant Families: Make a Plan to Protect Your Kids and Finances in the Face of Deportation** for more, available at www.deportationpreparation.org.

Table Of Contents

Custodial Options for Family Planning in Louisiana

- Option 1: Non-Legal Custodian Affidavit
- Option 2: Provisional Custody by Mandate
- Option 3: Voluntary Transfer of Custody

Sample Forms and Petitions

- Non-Legal Custodial Affidavit
- Provisional Custody By Mandate
- Petition For Voluntary Transfer Of Custody

Obtaining Birth Certificates

- Who can order a birth certificate?
- Where can you obtain a birth certificate?

Immunizations

Consulates in Louisiana

To see the most current version of Appleseed's deportation preparation resources, as well as translations, visit deportationpreparation.org.

Custodial Options for Family Planning in Louisiana ¹

If you live in Louisiana and need someone else to have the authority to care for your child when you cannot be there, you have three main choices. Each choice gives the person caring for your child different rights and responsibilities. Here's a guide to help you understand your options:

Option 1: Non-Legal Custodian Affidavit

When should this option be considered?

Use it when you are unavailable for an emergency or a short period of time and need another adult to handle everyday school and health matters for your child. The child must be living with the caregiver for this option.

What is it and what powers will it give the caregiver?

It is a one-page form the caregiver signs. It lets the caregiver make basic decisions about school and routine medical care. It does not give the caregiver legal custody.

How does this option affect my parental rights and authority?

Your rights stay the same. You can return at any time and override any decisions made by the caregiver.

Who needs to sign the form? Does it need to be notarized?

Only the caregiver signs. No parent/guardian signature or notary is required.

How can parents and caregivers use the form?

Give a copy to the child's school, doctor, or clinic. Keep a copy with you and give one to anyone else who needs to trust the caregiver's decisions.

For how long is the form valid?

Up to one year from the date it is signed.

Can this option be canceled or changed by the parent?

Yes. Because you never gave up legal custody, you can end it at any time.

¹ Louisiana Kinship Navigator, Legal and Custodial Information Guide
[Louisiana Kinship Navigator Guide.pdf](#)

Are there any costs associated with this option?

No filing or notary fees.

Any other considerations?

Some schools, doctors or other institutions may not accept the form.

Link to form: [Louisiana Revised Statutes § 9:9:975 - Non-legal custodian; consent for certain services; affidavit, form :: 2024 Louisiana Laws :: U.S. Codes and Statutes :: U.S. Law :: Justia](#)

Option 2: Provisional Custody by Mandate

When should this option be considered?

This option should be used when you are unable to care for your child for a temporary, but longer period of time. It offers the caregiver broader powers than a non-legal custodial affidavit because it is a temporary transfer of legal custody.

What is it and what powers will it give the caregiver?

It is a notarized document you sign in front of two witnesses. The caregiver must sign as well. It gives the caregiver “care, custody, and control,” meaning full authority to make health, education, and welfare decisions.

How does this option affect my parental rights and authority?

It does not affect your parental rights and authority. You are able to terminate the provisional custody at any time.

Who needs to sign the form? Does it need to be notarized?

At least one legal parent signs. The caregiver does too. A notary and two witnesses must sign as well. If only one legal parent signs, it does not affect the rights of the non-signing parent.

How can parents and caregivers use the form?

Give copies to the child’s school, doctor, dentist, and anyone else who needs proof of the caregiver’s authority to make decisions. Keep extra copies in a safe place. There is no need to file it with the court.

For how long is the form valid?

Up to one year, unless you write in a shorter time.



Can this option be canceled or changed by the parent?

Yes. You may cancel it at any time in writing and tell everyone who has a copy.

Are there any costs associated with this option?

It is possible that there are notary fees associated with this option.

Any other considerations?

Some schools or doctors may not accept this type of form.

Link to form: [Louisiana Laws - Louisiana State Legislature](#)

Option 3: Voluntary Transfer of Custody

When should this option be considered?

This option is best if you expect to be gone or cannot care for your child for a long period of time.

What is it and what powers will it give the caregiver?

It is a court order that gives the caregiver full legal custody, just as if they were the parent. They can make all major and minor decisions for the child.

How does this option affect my parental rights and authority?

You are terminating your parental rights and authority. The court controls custody, and will make a decision regarding whether to approve the transfer of custody. You are still able to communicate and visit with the child even if transfer of custody is approved.

Who needs to sign the form? Does it need to be notarized?

A written petition must be filed in court. At least one legal parent signs. The caregiver also signs an acceptance form. There will be a court hearing where the judge will review the petition and make a decision as to whether the transfer of custody will be granted.

How can parents and caregivers use the form?

After the judge signs the order, give certified copies to the school, doctors, insurance company, and anyone else who needs proof. Keep the original court papers in a safe place.

For how long is the form valid?

Until the date set by the judge—or, if no date is set, until the child turns 18.

Can this option be revoked or changed by the parent?

This option can only be revoked or changed by returning to court and asking the judge for a new order. This is not an instantaneous process.

Are there any costs associated with this option?

Court filing fees, possible attorney fees, and costs for certified copies may apply to this option.

Any other considerations?

Because it is a court order, schools and agencies must accept it.

Link to form: [Louisiana Laws - Louisiana State Legislature](#)

Sample Forms and Petitions

Samples of the form or petition for each of these custodial arrangements appear on the following pages.



Non-Legal Custodial Affidavit

INSTRUCTIONS:

- Completion of items 1 through 4 and the signing of the affidavit are sufficient to authorize educational services and school-related medical services for the named child.
- Completion of items 5 through 8 is required to authorize any other medical services.
- Item 5 must be checked.
- Please print or type clearly.

The child named below lives in my home and I am 18 years of age or older.

1. Name of child: _____
2. Child's date of birth: _____
3. My name (adult giving authorization): _____
4. My home address: _____
5. I am a non-legal custodian.
6. Check one or both (for example, if one parent was advised and the other cannot be located):
 I have advised the parent(s) or legal custodian(s) of the child of my intent to authorize the rendering of educational or medical services, and have received no objection.
 I am unable to contact the parent(s) or legal custodian(s) of the child at this time, to notify them of my intended authorization.
7. My date of birth: _____
8. My Louisiana driver's license or identification card number: _____

WARNING: Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable by a fine, imprisonment, or both.

I declare under penalty of perjury under the laws of Louisiana that the foregoing is true and correct.

Signed: _____

Date: _____

NOTICES:

1. This declaration does not affect the rights of the child's parent or legal guardian regarding the care, custody, and control of the child, and does not mean that the non-legal custodian has legal custody of the child.
2. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
3. This affidavit is not valid for more than one year after the date on which it is executed.

ADDITIONAL INFORMATION: _____

TO NON-LEGAL CUSTODIANS:

1. If the child stops living with you, you are required to notify anyone to whom you have given this affidavit as well as anyone of whom you have actual knowledge who received the affidavit from a third party.
2. If you do not have the information in item 8 (Louisiana driver's license or identification card), you must provide another form of identification such as your social security card number.

TO SCHOOL OFFICIALS:

The school district may require additional reasonable evidence that the non-legal custodian lives at the address provided in Item 4.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

1. No person who acts in good faith reliance upon a non-legal custodian's affidavit to render educational or medical services, without actual knowledge of facts contrary to those stated in the affidavit, is subject to criminal prosecution or civil liability to any person, or subject to any professional disciplinary action, for such reliance if the applicable portions of the form are completed.
2. This affidavit does not confer dependency for health care coverage purposes.

Provisional Custody By Mandate

STATE OF LOUISIANA

PARISH OF _____

BE IT KNOWN THAT on this ___ day of _____, 20___, before me, the undersigned notary, and in the presence of the competent witnesses hereinafter named and undersigned:

Personally came and appeared:

(affiant's name, marital status, and mailing address), who is the (person(s) having parental authority) of (child(ren)) and who, by these presents makes, names, constitutes, and appoints (mandatary's name and mailing address) and grants provisional custody of each of the above named children, to provide for the health, education, and welfare of each child as provided by the law on Provisional Custody by Mandate, specifically including the authority to:

INITIAL ALL APPLICABLE PROVISIONS:

___ (1) Consent to and authorize such medical care, treatment, or surgery as may be necessary for the health, safety, and welfare of each child.

___ (2) Enroll each child in such schools or educational institutions as may be necessary for his proper education.

___ (3) Discipline each child in such reasonable manner as may be necessary for his proper rearing, supervision, and training.

___ (4) Do and perform all other such acts as may be necessary for the shelter, support, and general welfare of each child.

This Provisional Custody by Mandate will continue to be effective until _____, 20 __, or one year from date hereof, whichever period is shorter.

I agree that any third party who receives a copy of this document may rely upon the authority granted the mandatary as indicated herein and may act in reliance on such authority. I agree to indemnify and hold harmless the third party for any claims that arise against him because of reliance on this Provisional Custody by Mandate.

Louisiana Safety Plan

September 2025

The undersigned mandatory does hereby accept the provisional custody of each child named herein.

THUS DONE AND PASSED at _____, state of _____, in the presence of the undersigned, competent witnesses, who sign these presents with the appearer(s) and me, notary, after due reading of the whole.

WITNESSES:

(Person having parental authority)

(Other person having parental authority)

(Mandatory)

NOTARY PUBLIC



Petition For Voluntary Transfer Of Custody

The petition of _____ (all legal custodians of the child unless otherwise indicated in Paragraph III of the petition), domiciled in the parish of _____, respectfully represent(s):

I.

That petitioner(s) reside at the following address(es):

II.

That petitioner(s) is/are the parent(s) and legal custodian(s) of the minor child(ren), namely _____, whose date of birth is _____ (add same information for all children subject to the petition), as more fully appears from the attached certificate(s) of birth.

Is the child an Indian child?

Yes No

III.

That there are no other legal custodians of the child(ren) OR that a legal custodian, namely _____, is unable to join in this petition for the following reasons:

IV.

That petitioner(s) desire(s) to knowingly and voluntarily transfer custody of the above named children to _____, which individual(s), institution or agency reside(s) at the following address:

_____ and who have the following relationship with the children:



_____.

V.

That petitioner(s) desire to transfer physical custody OR legal custody of the person of the children (indicate one) for the period of time _____ (specify intended duration) in accordance with the following terms and conditions

_____ (may include provisions for support and/or visitation).

VI.

That petitioners desire this transfer of custody for the following reasons:

_____.

Has the Department of Children and Family Services recommended to you that this petition be filed?

_____ _____
Yes No

If yes, state name of the Department of Children and Family Services worker making the recommendation and the reasons for the recommendation with particularity.

If the department has recommended that this petition be filed, you have a right to counsel. Have you consulted with an attorney?

_____ _____
Yes No

VII.

That _____ has/have agreed to and does/do desire to accept custody of the child(ren) to the extent and under the terms and conditions stated in this petition, as more fully appears in the attached Affidavit of Acceptance.

Louisiana Safety Plan

September 2025

WHEREFORE, petitioner(s) pray(s) that there be judgment herein transferring custody of the child(ren), _____, _____, _____, _____, to _____, to the extent and under the terms and conditions set forth in this petition.

(Signature and address of Petitioner(s))

or counsel for Petitioner(s)

(If in proper person, petition should be signed in presence of a notary.)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE _____ DAY OF _____, 20 ____.

NOTARY PUBLIC



Obtaining Birth Certificates²

Louisiana is a closed record state, meaning Louisiana birth certificates are not public records.

Who can order a birth certificate?

- The person named on the birth certificate
- The current spouse of the person named on the birth certificate
- Mother or father of the person named on document
- Sibling of person named on the document
- Grandparent of person named on document
- Attorney representing one of the above with a signed contract of representation or authorization
- When someone not listed above attempts to obtain the birth certificate they must have a judgement noting custody of the child.

Where can you obtain a birth certificate?

- In Person
 - Vital Records Central Office in New Orleans – 1450 Poydras Street Suite 400 New Orleans, LA
 - Louisiana Clerks of Court
 - Vital Record Kiosks
- Mail
 - Bureau of Vital Records and Statistics P.O. Box 60630 New Orleans, LA 70160
- Internet, Fax, Telephone
 - Vitalchek.com
 - 1-877-605-8562

² Louisiana Kinship Navigator, Legal and Custodial Information Guide
[Louisiana Kinship Navigator Guide.pdf](#)

Immunizations ³

- You can register for “[MyIRMobileWebsite](#)” and it allows Louisiana Residents to access, review and print official vaccination records without requesting them from a doctor.
- People can obtain immunization records through the Louisiana Department of Health partners. You can search you nearest facility using this link:
<https://ldh.la.gov/directory>

³ Louisiana Department of Health, Request Vaccination Records,
<https://ldh.la.gov/page/request-vaccination-records>



Consulates in Louisiana⁴

Country	Address	Contact Information
Albania	201 St. Charles Avenue, Suite 2401504-596-4229	
Chile	1350 Port of New Orleans Pl #2, New Orleans, LA 70130	504-528-3364
Croatia	321 St. Charles Avenue, 10th Floor, New Orleans, LA 70130	504-620-4212
Cyprus	One Canal Place, Suite 2720, 365 Canal Street, New Orleans, LA 70130	504-568-9300
Denmark	1527 Third Street New Orleans, LA 70130	504-628-3084
Dominican Republic	400 Poydras St #1520, New Orleans, LA 70130	504-505-5351
Finland	1100 Poydras St #3475, New Orleans, LA 70163	504-527-6900
France	909 Poydras St # 1450, New Orleans, LA 70112	504-569-2870
Germany	1700 Moss Street, New Orleans, LA 70119 USA	504-975-5291
Honduras	1250 Poydras St Suite #100, New Orleans, LA 70113	504-228-3348
Iceland	643 Magazine St, New Orleans, LA 70130	504-524-3342
Ireland	1317 Jay Street New Orleans, Louisiana 70122	504-412-6050
Mali	4232 Williams Blvd. Suite 101 Kenner, LA 70065	504-338-3692
Mexico	901 Convention Center Blvd #119, New Orleans, LA 70130	504-528-3722
Monaco	2 Rosa Parks, New Orleans, Louisiana 70115	504-861-1230
Norway	201 St. Charles Ave, Suite 4800 New Orleans, LA 70170	504-582-8315
Panama	1100 Poydrass Street, Suite 2615 New Orleans, LA 70163	504-525-3458
Philippines	6660 Riverside Dr., Suite 102 Metairie, LA 70003	504-533-9822

⁴ Embassy Pages, Louisiana Foreign consulates, [Consulates in Louisiana, United States](#)



Louisiana Safety Plan

September 2025

Portugal	201 St Charles Ave # 5000, New Orleans, LA 70170	504-582-8272
Slovakia	100 Turtledove Trail Lafayette, Louisiana 70508	337-212-0028
South Africa	1554 N. Broad Ave. New Orleans, Louisiana 70119	504-943-7071
Sweden	1591 Exposition Boulevard New Orleans, LA 70118	504- 460-2825
Switzerland	322 Lafayette Street, 2nd Floor New Orleans, LA 70130	504-566-8997
Tanzania	701 Poydras St., Suite 310 - New Orleans, LA 70139	504-522-5690
Thailand	320 Julia St, New Orleans, LA 70130	504-522-2021
Ukraine	1100 Poydras Street Suite 1700 New Orleans, LA 70163	504-585-7500
Uruguay	5904 Flower Drive Metairie, LA 70003	504-525-8354

