

# OATH OF OFFICE

## Section 1: Public official taking the oath of office completes and signs this section.

### STATE OF LOUISIANA, PARISH OF \_\_\_\_\_

I, \_\_\_\_\_ do solemnly swear (or affirm) that I will support the constitution and laws  
(print full name)  
of the United States and the constitution and laws of this state and that I will faithfully and impartially discharge and perform all the duties  
incumbent upon me as: \_\_\_\_\_ according  
(print official title and the office/city/board you represent, if any)  
to the best of my ability and understanding, so help me God.

X \_\_\_\_\_

(signature of public official)

## Section 2: Public official administering the oath of office completes this section.

Officials authorized to administer oaths are the Governor, Secretary of State, a Judge, a Clerk of Court, a Notary Public or a Justice of the Peace.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
(day) (month) (year)

X \_\_\_\_\_

(signature of official administering oath)

\_\_\_\_\_  
(printed name of official administering the oath)

\_\_\_\_\_  
(title of official administering oath)

\_\_\_\_\_  
(notary #, if applicable)

## Section 3: Public official taking the oath of office completes this section.

**ATTENTION:** Please provide or update all contact information below. Office contact information for public officials is published on the Secretary of State's website. If an office address is not provided, the residence address will be published.

### OFFICE MAILING ADDRESS:

Office: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### RESIDENCE MAILING ADDRESS:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

☐ No changes requested

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Office Email: \_\_\_\_\_

## Section 4: Public official taking the oath of office completes this section.

### ACKNOWLEDGEMENT OF RECEIPT OF THE LOUISIANA CODE OF GOVERNMENTAL ETHICS\*:

I hereby acknowledge that I have received a digital copy of the Louisiana Code of Governmental Ethics from the Secretary of State's website.

X \_\_\_\_\_

(signature of public official)

\*The Louisiana Secretary of State has provided a link to a digital Louisiana Code of Governmental Ethics in an official letter included with your Commission Certificate. In accordance with La R.S. 42:1162, the commissioned public servant **must** acknowledge receipt of the Louisiana Code of Governmental Ethics when filing their Oath of Office. By signing above, you have complied with La R.S. 42:1162.

### IMPORTANT INFORMATION:

- On receipt of a commission or commission certificate, a public officer has 30 days to take an Oath of Office, give bond (if required), and file as follows:
  - Original Oath of Office filed with Secretary of State by mail at P.O. Box 94125, Baton Rouge, LA 70804-9125 or hand delivery at 8585 Archives Ave., Baton Rouge, LA 70809.
  - Duplicate original Oath of Office filed with the parish Clerk of Court. (In Orleans Parish file with the Clerk of Civil District Court.)
- All Oaths of Office **must** be filed for recording within one month of being taken.
- Failure to take an Oath of Office within 30 days creates a vacancy in office, to be filled in accordance with law. **IMPORTANT:** Taking an Oath of Office does not automatically vacate a public officer's present office, if any. A notice of retirement or resignation may be necessary to vacate a present office.
- An Oath of Office taken early (prior to the date shown on the commission) is not effective until the term of office begins or upon the date of the commission.

For more information, see La R.S. 42:141, La R.S. 42:162, La R.S. 18:581 and La R.S. 18:651-654.