

# APPLICATION FOR A SEARCH FOR AN IOWA VITAL RECORD

REQUESTS REQUIRE THE APPLICANT'S CURRENT GOVERNMENT-ISSUED PHOTO IDENTIFICATION AND SIGNATURE SIGNED IN FRONT OF A NOTARY PUBLIC OR IN THE PRESENCE OF AN IOWA REGISTRAR OF VITAL RECORDS.

- This application is for a SEARCH for an Iowa birth, death or marriage record. Fees are due upon application.
- If requesting a certified copy of a birth record, complete all items except 2(A).
- If requesting a certified copy of a death record, complete all items except 2(A) and 7.
- If requesting a certified copy of a marriage record, complete all items, including 2(A).
- If requesting by mail, the I.D. must be a clear photocopy and the signature notarized.

1. EVENT TYPE (Check one)     BIRTH     DEATH     MARRIAGE     FETAL DEATH     BIRTH RESULTING IN STILLBIRTH

2. PERSON'S NAME AS IT APPEARS ON THE RECORD \_\_\_\_\_  
FIRST                      MIDDLE, if any                      LAST (Surname)

2a. If for Marriage record, SPOUSE'S NAME \_\_\_\_\_  
FIRST                      MIDDLE, if any                      LAST (Surname)

3. DATE OF EVENT (Birth, Death, or Marriage) – BE SPECIFIC – Month, Day, Year \_\_\_\_\_

4. PLACE OF EVENT (City and/or County) \_\_\_\_\_

5. PARENT'S FULL NAME PRIOR TO ANY MARRIAGE – First, Middle, Last (Surname) \_\_\_\_\_

6. 2<sup>ND</sup> PARENT'S FULL NAME – First, Middle, Last (Surname) \_\_\_\_\_

7. (Birth Only) WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?     Yes     No     Unknown

8. LEGAL ACTIONS TO BIRTH RECORD     None     Adoption     Paternity Establishment     Legal Change of Name

8a. IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME (on birth certificate) \_\_\_\_\_  
Marriage does NOT change the birth certificate.

9. PURPOSE FOR COPY \_\_\_\_\_    10. BIRTHDATE of APPLICANT \_\_\_\_\_

11. RELATIONSHIP OF PERSON RECEIVING THIS COPY TO PERSON NAMED ON THE RECORD \_\_\_\_\_

12. NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY: (MUST BE AGE 18 OR OLDER & ENTITLED TO THE RECORD)

12a. Name of Applicant/Recipient \_\_\_\_\_

12b. Street address and P.O. Box (if any) \_\_\_\_\_

12c. City, State and Zip Code \_\_\_\_\_

13. THE SEARCH RESULT IS TO BE (Check one)     Mailed     Picked up (for In-person requests only)

14. THE NON-REFUNDABLE FEE TO SEARCH IS \$20.00 and one certified copy is issued if the record is located. Each additional copy of the same record is \$20.00. Indicate the number of copies of this record you need. \_\_\_\_\_

15. THIS SEARCH PAID BY (Check one)     Check     Money Order     Cash (In-person only)    16. AMOUNT ENCLOSED \_\_\_\_\_  
Checks must be written from the applicant's account; money orders must be in the name of the applicant. Fee payment must accompany this form.

17. APPLICANT'S NAME (Print clearly) \_\_\_\_\_    18. DAYTIME PHONE # \_\_\_\_\_  
(Include area code)

I certify that the information provided on this application is accurate and complete to the best of my knowledge and that I have legal entitlement to a certified copy of this record. I have signed below in front of a notary public or an Iowa registrar of vital records.

19. APPLICANT'S SIGNATURE \_\_\_\_\_    20. DATE \_\_\_\_\_

APPLICANT'S NAME AS APPEARS ON PHOTO I.D. (Print clearly) _____ <small style="margin-left: 600px;">(SEAL)</small> State of _____ County of _____ ss Signed and affirmed in my presence on this ____ day of _____, _____. _____, My commission expires: _____ <small style="margin-left: 20px;">Notary Public Signature</small>	<b>Administrative Use Only</b> I.D. _____ Initials _____
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SEE OTHER SIDE FOR INSTRUCTIONS

## To Request a Search for an Iowa Birth, Death or Marriage Record for the Purpose of Obtaining a Certified Copy

**In Iowa**, official registration of births, deaths, and marriages began July 1, 1880. Original records that were registered are on file with the Iowa Department of Public Health, Bureau of Health Statistics. Statewide record searches are available from the state registrar. Local vital records registrars are located in county recorders' offices, where records of births and deaths that have occurred in that county are maintained. County registrars may only issue copies of birth and death events that occurred in their county. Marriage records are maintained in the county where the license to marry was obtained. *County registrars are not authorized by law to have records of single-parent births prior to July 1, 1995; adoptions; delayed registrations; legal changes of name; fetal deaths (stillborns); any record ordered sealed by a court of law; or birth, death, and marriages between the years 1921 to 1941.* Pursuant to Iowa law, information about a specific record is not available over the telephone or by prepared lists. Iowa law provides for public viewing in the county where the record is maintained, or certified copies issued to entitled persons.

**Applications to search for a vital record event for the purpose of obtaining a certified copy** must be in writing, completely identify the record, and establish entitlement to the record being requested. Entitled persons include the person named on the record or that person's spouse, children, legal parents, grandparents, grandchildren, siblings, or legal representative or guardian. Legal guardians and representatives must also provide additional proof of guardianship or representation. Applicants must be 18 or older. Requests must include the applicant's current government-issued photo identification (e.g., driver's license), except if by mail, a clear photocopy of the I.D., and the applicant's signature signed in front of a notary public or in the presence of an Iowa Registrar of Vital Records.

**FEES: As of Jan. 1, 2014, a non-refundable \$20 fee is required to search** for a record and includes one certified copy if the record is located. Each additional copy of the same record is \$20. Fees are payable in U.S. funds by check or money order to the issuing registrar's office. Checks must be written from the applicants' account; money orders must be in the name of the applicant. Fees must be paid at the time of the application (Iowa Constitution, Article VII, Section 1).

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### STATE CERTIFIED COPIES.

Certified copies of birth, death or marriage certificates may be obtained from the state Bureau of Health Statistics by telephone, in-person, or through a postal service. Fees are payable in U.S. funds by check or money order to the Iowa Department of Public Health. In-person requests may also be paid in cash. *Genealogy requests may take up to 60 business days for processing, regardless of the method of application, and will be mailed to applicants.*

**Telephone:** Customers may call toll-free to 1-866-809-0290 from 6:00 am CST through 7:00 pm CST, Monday through Friday, except for holidays. A fee of \$20 is charged for the record search and includes one copy if a record is on file in the state office. Each additional copy of the same record is \$20. A VitalChek operator will take the caller's information, screen the credit card, authenticate the caller's identity and complete the order. The fee to screen the credit card and authenticate the caller is an additional \$13.00. Group orders consisting of more than one event type (i.e. birth, death or marriage) within one transaction will be charged an additional \$3.00 fee. Turnaround time may be about two (2) weeks, depending on volume and mail service. *Genealogy requests are not available by telephone request.*

**In-person:** Applications may be made in-person at the state Bureau of Health Statistics 7:00 a.m. to 4:45 p.m., Monday through Friday, except for state-observed holidays, at the address below, just inside the north lobby entrance and to the right. The Lucas building is the first building east of the state Capitol. Applicants must provide current government-issued photo identification and sign their request in the presence of registrar staff. Certificates are "generally" ready for pick up the next business day after 2:00 PM or mailed to an entitled person. Mail time may take 5 to 7 additional days.

**Postal service:** Written requests and fees are mailed to the address below. Requests must state the relationship to the person named on the record and the purpose for the copy. Turnaround time may be 4 to 6 weeks, depending on seasonal demands and mail service. *The request must be signed in front of a notary public and include a clear photocopy of the applicant's current government-issued photo identification.*

Iowa Department of Public Health, Bureau of Health Statistics  
Lucas State Office Building, 1<sup>st</sup> Flr., 321 E. 12<sup>th</sup> St., Des Moines, Iowa 50319-0075

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SEE OTHER SIDE FOR AN APPLICATION FORM.  
FORM MAY BE USED FOR EITHER A COUNTY-CERTIFIED OR A STATE-CERTIFIED COPY OF AN IOWA VITAL RECORD