

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 Vital Records. 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. 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.** Per 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, satisfactorily establish entitlement to the record being requested, and be accompanied by satisfactory photo identification. 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.**

A \$15 fee is required to search for a record and includes one certified copy. Each additional copy of the same record is also \$15. If the record is not located, the applicant receives a notification to that affect. The \$15 search fee is not refundable. Fees are payable in U.S. funds by check or money order to the issuing registrar's office (i.e., Iowa Department of Public Health for state-certified, county recorder's office for county-certified).

STATE CERTIFIED COPIES.

Certified copies of birth, death, or marriage certificates may be obtained from the state office of vital records by telephone, in-person, or through a postal service. Fees are payable by check or money order made out to the Iowa Department of Public Health. In-person requests may also be paid in cash. Requests for the purpose of family history take at least 60 days due to the intensive search process. Other timelines vary depending on seasonal demands.

Telephone:

For general information, or to order a certified copy by telephone using a credit card, call 515-281-4944 from 7:00 a.m. to 4:45 p.m., Monday through Friday, except for state-observed holidays. An additional \$5.50 fee is charged for the expedited process of credit card usage. **Genealogy requests are not available through the credit card line** because of the intensive search process. **Turnaround time is usually 10 to 14 days**, depending on seasonal demands and mail service.

In-person:

Applications may be made in-person at the state vital records office between 7:00 a.m. and 5:00 p.m., Monday through Friday, except for state-observed holidays. The office is located at the address listed below, just inside the main north lobby entrance and immediately to the right. The Lucas building is the first building east of the state Capitol building and south of Grand Avenue. Written applications must be satisfactorily completed and signed. Applicants must also provide photo identification. Copies may either be picked up after two days or mailed to an entitled person. Genealogy requests are not available for pickup within the normal turnaround time due to the intensive search process.

Postal service:

Written requests and fees may be mailed to the address below. Requests must state the relationship to the person named on the record and the purpose for the copy. Filled requests may take up to 30-45 days, depending on seasonal demands and mail service. Genealogy requests may take over 60 days due to the intensive search process. **A clear photocopy of the applicant's current government-issued photo identification must accompany the request.**

Iowa Department of Public Health
Bureau of Vital Records
Lucas State Office Building, 1st Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075

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

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. TYPE OF RECORD REQUESTING (Check one) BIRTH DEATH MARRIAGE

2. PERSON'S NAME AS IT APPEARS ON THE RECORD _____
FIRST MIDDLE, if any SURNAME (Last)

2a. If for Marriage record, SPOUSE'S NAME _____
FIRST MIDDLE, if any SURNAME (Last)

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

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

5. MOTHER'S FULL MAIDEN NAME – FIRST/MIDDLE, if any/MAIDEN SURNAME (Last) _____

6. FATHER'S FULL NAME – FIRST/MIDDLE, if any/SURNAME (Last) _____

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

8. LEGAL ACTIONS TO RECORD None Adoption Paternity Establishment Legal Change of Name on Birth Certificate

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/RECIPIENT _____

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 \$15.00 and one certified copy is issued if the record is located. Each additional copy of the same record is \$15.00. 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 drawn from the applicants' 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 _____

Signature must be notarized if applying by mail		Administrative Use Only I.D. _____ Initials _____
State of _____ County of _____ ss	(SEAL)	
Signed and affirmed in my presence on this ____ day of _____, _____.		
_____, My commission expires: _____ Notary Public Signature		

SEE OTHER SIDE FOR INSTRUCTIONS