

# 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		(SEAL)	Administrative Use Only I.D. _____ Initials _____
State of _____	County of _____	ss	
Signed and affirmed in my presence on this _____ day of _____, _____.			
_____, My commission expires: _____ Notary Public Signature			

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 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; adoption; 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, establish entitlement to the record being requested, and be accompanied by a current government-issued 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 \$15.00 fee is required to search** for a record and includes one certified copy. Each additional copy of the same record is also \$15.00. If the record is not located, the applicant receives a notification to that effect. The \$15.00 search fee is not refundable. Fees are payable in U.S. funds by check or money order to the issuing registrar's office.

**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. **The application must be signed in front of a notary public and include a clear photocopy of the applicant's current government-issued photo identification must accompany the request.**

Julie Haggerty  
Vital Records Division  
111 Court Avenue Ste 245  
Des Moines IA 50309-2251  
[www.polkrecorder.com](http://www.polkrecorder.com)