

IOWA VITAL RECORDS

GENERAL INFORMATION

The Iowa State Board of Health was established on July 1, 1880. During that first meeting, they created an Iowa Vital Records system of birth, death, and marriage record keeping. At the time, registration responsibilities were not well defined, resulting in poor record keeping in some areas of the state. A few events, primarily marriages, were recorded in some counties prior to the 1880 date; however, little information is included on those records.

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 applied for in writing with the appropriate fee payment by entitled applicants and issued to entitled persons.

AVAILABILITY OF RECORDS

County Records

Local 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; fetal deaths (stillborns); delayed registrations, legal changes of name; any record ordered sealed by a court of law; or births, deaths, and marriages between the years 1921 to 1941.** Vital records in the custody of the county registrar and not sealed are open to the public for inspection. Some county offices may charge a fee to inspect the records.

To order a certified copy of a record of an event occurring in Story County, please print out and complete the request form below. Send the completed **notarized** form, along with a check or money order (a money order is required for non-Story County residents) for \$20.00 made payable to the Story County Recorder, a copy of the requester's government-issued photo identification, and a legal-sized self-addressed stamped envelope to: Story County Recorder, 900 6th Street, Box 55, Nevada, Iowa, 50201-0055.

State Records

The original vital record is in the custody of the state registrar and is closed to inspection and public review. Certified copies are issued to only entitled applicants who have satisfactorily demonstrated direct and tangible entitlement to the copy. Entitled applicants may submit requests by postal service or in person at the Vital Records office located just off the north lobby on the first floor of the Lucas State Office Building, 312 E. 12th Street, Des Moines, Iowa, 50319-0075. Entitled applicants may also make requests by telephone using a card if the credit card is in their own name and the request is not for family history. Genealogical requests take at least 60 days to fulfill due to the intensive search process. Other timelines vary depending on seasonal demands and whether the request is by mail, the credit card line, or in person.

Telephone: Customers may call **toll-free to 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 is usually 10 to 14 days, depending on seasonal demands and mail service. **Genealogy requests are not available through the credit card line.**

Fees

At both the county and state level, a \$20.00 fee is charged upon application for each record search conducted, with a copy issued if one is found. If the record is not found, a record search letter, also called a no-record letter, will be provided. The \$20.00 fee is not refundable.

Entitlement

All applications for certified copies of vital record events must be in writing and must completely identify the record, as well as satisfactorily establish entitlement to the record being requested. To secure a copy of a record, applicants must have a direct and tangible interest in the record. In other words, you must be the registrant (person named on record) or have a lineal blood relationship to the registrant, such as legal parent, grandparent, current spouse, brother, sister, child, legal guardian, or legal representative. Legal guardians and representatives must also provide additional proof of current guardianship or representation. Applicants must be at least 18 years old. In addition, the requester must enclose a photocopy of his/her current driver's license or other government-issued photo identification.

Certified copies marked for genealogical purposes may be obtained by persons of direct blood lineage to the registrant (i.e. aunts, uncles, nephews, nieces, first and second cousins). At the county level only, records may be viewed by the general public.

MARRIAGE

APPLICATION FOR A SEARCH FOR AN IOWA RECORD

Requests require the applicant's **current government-issued photo identification (i.e., driver's license) and signature signed in front of a notary public** or in the presence of an Iowa Registrar of Vital Records.

1. **PARTY A NAME ON RECORD** _____
 Bride Groom Spouse (circle one) FIRST MIDDLE, if any LAST BEFORE ANY MARRIAGE LAST AFTER THIS MARRIAGE

2. **PARTY B NAME ON RECORD** _____
 Bride Groom Spouse (circle one) FIRST MIDDLE, if any LAST BEFORE ANY MARRIAGE LAST AFTER THIS MARRIAGE

3. **DATE OF MARRIAGE – BE SPECIFIC –** Month, Day, Year _____

4. **PLACE OF MARRIAGE** (City and County where license was obtained) _____

5. **PURPOSE FOR COPY** _____ 6. **BIRTHDATE of APPLICANT** _____

7. **HOW ARE YOU RELATED TO THE PERSON NAMED ON THE RECORD?** _____

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

8a. Name of Applicant/Recipient _____

8b. Street address and P.O. Box (if any) _____

8c. City, State and Zip Code _____

9. **THE SEARCH RESULT IS TO BE** (Check one) Mailed Picked up (for in-person requests only)

10. **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. _____

11. **THIS SEARCH PAID BY** (Check one) Check Money Order Cash (in-person only) 12. **AMOUNT ENCLOSED** _____

Checks must be written from the applicant's account; money orders must be in the name of the applicant. Fee payment must be in U.S. funds and included with this application. Make checks and money orders payable to the 'Iowa Dept. of Public Health' (for state copies) or the appropriate county registrar of vital records in the county where the license to marry was issued (for county copies).

13. **APPLICANT'S NAME** (Print clearly) _____ 14. **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.

15. **APPLICANT'S SIGNATURE** _____ 16. **DATE** _____

APPLICANT'S NAME AS APPEARS ON PHOTO I.D. (Print clearly) _____ State of _____ County of _____ ss _____ (SEAL) Signed and affirmed in my presence on this ____ day of _____, _____. _____, My commission expires: _____ <small>(Notary Public Signature)</small>	Administrative Use Only I.D. _____ Initials _____
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PRIOR TO MAILING:

- INCLUDE A CLEAR PHOTOCOPY OF YOUR GOVERNMENT-ISSUED PHOTO IDENTIFICATION (e.g., driver's license)
 - NOTARIZE YOUR SIGNATURE ON THIS APPLICATION
 - INCLUDE PAYMENT AS DESCRIBED IN ITEM 10, 11 AND 12 ABOVE

SEE OTHER SIDE FOR ADDITIONAL INSTRUCTIONS