

APPLICATION TO ORDER AN IOWA VITAL RECORD

OFFICE USE ONLY

Application ID _____

Security # _____

DID THE EVENT OCCUR IN IOWA? If yes, continue.
If no, you must apply in the state where the event occurred.

1. **EVENT TYPE** (Check one) ☐ BIRTH ☐ DEATH ☐ MARRIAGE ☐ FETAL DEATH2. **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, Marriage or Fetal Death) – BE SPECIFIC – Month, Day, Year _____4. **PLACE OF EVENT – ONLY EVENTS THAT OCCUR IN IOWA** _____
(City and/or County)5. **PARENT'S FULL NAME PRIOR TO ANY MARRIAGE** – First, Middle, Last (Surname) _____6. **2ND PARENT'S FULL NAME** – First, Middle, Last (Surname) _____7. **LEGAL ACTIONS TO BIRTH RECORD** ☐ None ☐ Adoption ☐ Paternity Establishment ☐ Legal Change of Name7a. **IF A LEGAL ACTION OCCURRED, LIST PREVIOUS NAME** (on birth certificate) _____
Marriage does NOT change the birth certificate.8. **PURPOSE FOR COPY** _____ 9. **STATE OF BIRTH OF APPLICANT** _____ 9a. **DATE OF BIRTH OF APPLICANT** _____10. **RELATIONSHIP TO PERSON NAMED ON THE RECORD**☐ Self ☐ Parent ☐ Sibling ☐ Spouse ☐ Child
☐ Grandparent ☐ Grandchild ☐ Legal Guardian ☐ Executor ☐ Attorney
☐ Other _____11. **NAME AND ADDRESS OF PERSON TO RECEIVE THIS COPY:** (MUST BE AGE 18 OR OLDER & ENTITLED TO THE RECORD)11a. **Name of Applicant/Recipient** _____11b. **Street address and P.O. Box** (if any) _____11c. **City, State and Zip Code** _____12. **THE CERTIFICATE IS TO BE** (Check one) ☐ Mailed ☐ Picked up (for in-person requests only)13. **THE FEE IS \$15.00** for each certified copy ordered. Indicate the number of copies of this record you need. _____14. **THIS REQUEST PAID BY** (Check one) ☐ Cash ☐ Money Order ☐ No Fee Exchange ☐ Credit Card 15. **AMOUNT ENCLOSED** _____16. **APPLICANT EMAIL ADDRESS** _____ 17. **DAYTIME PHONE #** _____
(Include area code)

Submit all the following:

- ☐ Completed application for an **IOWA** birth, death, marriage or fetal death record;
- ☐ \$15 fee payable by Cash , money order or credit card **ONLY**;
- ☐ Copy of current government issued photo ID;
- ☐ **SIGNATURE MUST BE NOTARIZED WHEN MAILING THE REQUEST.**

Failure to complete the order as instructed will result in the order being returned unprocessed.

I certify under penalty of perjury 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 or their designee.

18. **APPLICANT'S SIGNATURE** _____ 19. **DATE** _____

APPLICANT'S NAME AS IT APPEARS ON PHOTO I.D. (Print clearly) _____ (SEAL)

State of _____ County of _____ ss

Signed and affirmed in my presence on this _____ day of _____, _____.

_____, My commission expires: _____

Notary Public Signature

Administrative Use Only

I.D. _____

Initials _____

Do not use any unapproved third-party vendor to obtain this form. Do not pay a fee for this form.

This form is available to print at no cost at:

<https://hhs.iowa.gov/vital-records/how-request-certified-record>

Information about requesting a certified copy of an IOWA Birth, Death, Marriage or Fetal Death Record

What records are available?

In Iowa, vital record registration began July 1, 1880. Event must have occurred in IOWA. Records older than July 1, 1880 are not on file.

Where are records held?

Original vital records that were registered are on file with the Iowa Department of Health and Human Services, Bureau of Health Statistics. Vital records are also available for request at local county registrar offices in Iowa.

What records are open for public inspection?

The state vital record system is closed to public inspection. However, birth, marriage and death records may be inspected as of right under Iowa Code section 22 when in the custody of the county registrar. IAC 144.43

The following is required when applying for a certified copy of an Iowa vital record:

- 1) Completed application that is legible and clearly identifies the event record and establishes entitlement to the record requested.
- 2) Applicant's current government issued photo identification (copy if sent by mail).
- 3) Payment in the amount of \$15 for EACH certified copy requested. Fees payable in U.S. funds by check or money order.
- 4) SIGNATURE MUST BE NOTARIZED ON THE APPLICATION WHEN SUBMITTING VIA MAIL.

Who is entitled to the record?

Entitled persons include the person named on the record or that person's spouse, children, parents listed on record, grandparents, grandchildren, siblings, or legal representative or guardian. Proof of entitlement must be provided. Additional documentation to prove entitlement may be requested by the state or county office.

What is the fee?

The fee for a certified copy of a vital record in Iowa is \$15 each. Fees are payable in U.S. funds by check or money order to the issuing registrar's office. Fees must be paid at the time of the application. **THE BUREAU OF HEALTH STATISTICS DOES NOT ACCEPT CASH.**

What is the process to exchange the small wallet-sized birth cards?

Any pink/blue wallet sized birth certificates issued between 1993 and 2009 can be exchanged for no fee. Follow all instructions above for applying for a vital record in Iowa. The original pink/blue wallet birth certificate may be returned along with a completed application and proof of ID (current government issued photo identification) to any issuing office in Iowa. If the wallet-sized birth certificate is not exchanged, applications must be sent to the state office at the address listed below.

What if the order is not received in the mail?

If the requested documents are not received within 30 days, contact the issuing office. Requested documents cannot be replaced at no fee after 90 days of issuance.

WAYS TO ORDER FROM THE IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES OR COUNTY RECORDER

Telephone: Customers may call VitalChek **toll-free at 1-866-809-0290** from 6:00 am CST through 7:00 pm CST, Monday through Friday, except for holidays. An additional processing fee will apply. Customers may call the bureau directly at 515-281-4944 to speak to state staff.

Website: Customers may visit our website (link at the top of this page) and select from two options to order an Iowa vital record online.

Will Call - VitalChek: This option should be used to order a vital record online and PICK UP in-person at the Bureau of Health Statistics office.

VitalChek: This option should be used to order online and receive the order via a selected mailing service.

In-person: Applications may be made in-person at the Bureau of Health Statistics, 321 E. 12th Street, Des Moines, Iowa, from 7:00 a.m. to 4:30 p.m., Monday through Friday, except for state-observed holidays. All application requirements noted above will apply. Applications may also be made in person at the county recorder offices. Visit our website (link at the top of this page) for a full list of records held at county recorder offices.

Postal service: Written requests and fees may be mailed to the address below or county recorder's office. All application requirements noted above will apply.

Genealogy requests may take up to 60 business days for processing, regardless of the method of application, and will be mailed to applicants.
Commemorative Certificates – Information regarding commemorative certificates is available at our website.

TO SUBMIT TO THE STATE OFFICE

**Iowa Department of Health and Human Services
Bureau of Health Statistics
Lucas State Office Building
1st Floor, 321 E. 12th Street
Des Moines, Iowa 50319-0075**

**For a listing of County Recorder offices,
visit <https://iowalandrecords.org/recorder-directory/>**

SEE OTHER SIDE FOR AN APPLICATION FORM.

FORM MAY BE USED FOR APPLICATION AT THE BUREAU OF HEALTH STATISTICS OR COUNTY RECORDER OFFICES.