To Request a Search for an Iowa Birth Record for the Purpose of Obtaining a Certified Copy

In Iowa, official registration of births 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 that have occurred in that county are maintained. ***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; any record ordered sealed by a court of law; or birth 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, 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 (i.e., 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).

STATE CERTIFIED COPIES.

Certified copies of death 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 take at least 60 days.

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***.

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 and south of Grand Avenue. Applicants must provide current government-issued photo identification and sign their request in the presence of registrar staff. Copies may either be picked up the next business day or mailed to an entitled person. Genealogy requests take at least 60 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 is 30-45 days, depending on seasonal demands and mail service. Genealogy requests take at least 60 days. ***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, 1st Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075

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

Make Checks Payable to Iowa Department of Public Health

BIRTH

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

2. **DATE OF BIRTH** – BE SPECIFIC – Month, Day, Year _____

3. **PLACE OF BIRTH** (City and/or County) _____

4. **PARENT'S NAME PRIOR TO ANY MARRIAGE –** First, Middle, Last (Surname) _____

5. **2ND PARENT'S FULL NAME –** First, Middle, Last (Surname) _____

6. WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH? ☐ Yes ☐ No ☐ Unknown

7. **LEGAL ACTIONS TO BIRTH RECORD** ☐ None ☐ Adoption ☐ Paternity Establishment ☐ Legal Change of Name

   7a. IF LEGAL ACTION OCCURRED, LIST PREVIOUS NAME (on birth certificate) _____
   Marriage does NOT change the birth certificate.

8. **PURPOSE FOR COPY** _____ **9. BIRTHDATE of APPLICANT** _____

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

11. **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 _____

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

13. **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. _____

14. **THIS SEARCH PAID BY** (Check one) ☐ Check ☐ Money Order ☐ Cash (In-person only) **15. 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 of the event (for county copies).

16. **APPLICANT'S NAME** (Print clearly) _____ **17. 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.

18. **APPLICANT'S SIGNATURE** _____ **19. 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: _____
(Notary Public Signature)

Administrative Use Only

I.D. _____

Initials _____

PRIOR TO MAILING:

- **INCLUDE A CLEAR PHOTOCOPY OF YOUR GOVERNMENT-ISSUED PHOTO IDENTIFICATION (e.g., driver's license)**
- **SIGN THIS APPLICATION IN FRONT OF A NOTARY PUBLIC**
- **INCLUDE PAYMENT AS DESCRIBED IN ITEM 13, 14 AND 15 ABOVE**

SEE OTHER SIDE FOR ADDITIONAL INSTRUCTIONS