

# 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 SURNAME (Last)
2. DATE OF BIRTH – BE SPECIFIC – Month/Day/Year \_\_\_\_\_
3. PLACE OF BIRTH (City and/or County) \_\_\_\_\_
4. MOTHER'S NAME PRIOR TO MARRIAGE – FIRST/MIDDLE, if any/LAST \_\_\_\_\_
5. FATHER'S FULL NAME – FIRST/MIDDLE, if any/SURNAME (Last) \_\_\_\_\_

6. WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?  Yes  No  Unknown
7. LEGAL ACTIONS PREVIOUSLY RECORDED (if any)  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.

8. PURPOSE FOR COPY \_\_\_\_\_ 9. BIRTHDATE of APPLICANT/RECIPIENT \_\_\_\_\_
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 \$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. \_\_\_\_\_
14. THIS SEARCH PAID BY (Check one)  Check  Money Order  Cash (In-person only) 15. 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. Checks should be payable to 'Iowa Dept. of Public Health' (IDPH).

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 \_\_\_\_\_

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

- INCLUDE A CLEAR PHOTO COPY OF YOUR IDENTIFICATION (i.e., driver's license)
- NOTARIZE YOUR SIGNATURE ON THIS APPLICATION
- INCLUDE PAYMENT AS DESCRIBED IN ITEM 13, 14 AND 15 ABOVE

SEE OTHER SIDE FOR ADDITIONAL INSTRUCTIONS

## 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; a 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.

**PAYMENT:** A non-refundable \$15 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 \$15. Fees are payable in U.S. funds by check or money order to the issuing registrar's office. Checks must be drawn 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).

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