



Sioux County Recorder's Office

Jessica Kooiker, Recorder/Registrar

Box 48

Orange City, Iowa 51041-0048

Phone (712) 737-2229

Fax: (712) 737-3032

jessicak@siouxcounty.org

To Whom It May Concern:

Enclosed please find the Form you need to fill out to request your Birth/Marriage/Death Record. **Please make sure you get your signature notarized, include a copy of your driver's license & the fee is \$15.00.** When I get your request and the fee here in my office, I will issue the Certified Copy of the Record you are requesting and mail it directly back to the Address listed on the Form.

Please note: If the birth or death occurred prior to 1941, we may have to forward your request onto the State. Some of the older records were not filed at the county, just at the State.

Also, single parent births 1987 & older we may also have to forward onto the State.

If you have any further questions, please feel free to call me at 712-737-2229 or e-mail me at jessicak@siouxcounty.org

Thank you.

Jessica Kooiker

Sioux County Recorder
P.O. Box 48 (Mailing Address)
Orange City, Iowa 51041-0048

Sioux County Recorder
210 Central Avenue SW (physical address for overnight request)
Orange City, Iowa 51041

APPLICATION FOR AN IOWA VITAL RECORD

OFFICE USE ONLY Application ID _____ Security # _____ _____
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- **Submit all the following:**
 - Completed application for an **IOWA** birth, death or marriage record;
 - \$15 fee payable in U.S. funds;
 - Copy of current government issued photo ID;
 - SIGNATURE MUST BE NOTARIZED WHEN MAILING THE REQUEST.**

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

1. **EVENT TYPE** (Check one) BIRTH DEATH MARRIAGE FETAL DEATH

2. **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, or Marriage) – 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. **(Birth Only) WAS THE MOTHER MARRIED AT THE TIME OF CONCEPTION OR BIRTH?** Yes No Unknown

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

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** _____

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 CERTIFICATE IS TO BE** (Check one) Mailed Picked up (for in-person requests only)

14. **THE FEE IS \$15.00 for each** certified copy ordered. Indicate the number of copies of this record you need. _____

15. **THIS REQUEST PAID BY** (Check one) Check Money Order Cash No Fee Exchange

16. **AMOUNT ENCLOSED** _____

17. **APPLICANT'S NAME** (Print clearly) _____ 18. **DAYTIME PHONE #** _____
(Include area code)

19. **APPLICANT EMAIL ADDRESS** _____

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.

20. **APPLICANT'S SIGNATURE** _____ 21. **DATE** _____

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