

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 $20.00. 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 are requesting a record for Genealogy purposes, grandparent, great OR great great grandparent, ect., you will also need to complete the entitlement form.

We DO NOT accept credit cards over the phone OR through the mail, in person ONLY. Payment can be paid by money order, check OR cash.

We can email the application to you OR you can find application: https://hhs.iowa.gov/family-community/vital-records/how-request-certified-record AND mail this request to OUR address listed below.

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) OR 210 Central Ave SW (physical overnight mail)
Orange City, Iowa 51041-0048