

Please read and answer the following questions **BEFORE** completing an application form for a birth, death or marriage certificate from Woodbury County **OR** the State of Iowa.

\*Are you requesting your own record **OR** are you the mother, father, sister, brother, grandmother, grandfather, spouse, or child (“tangible interest”) of the person whose record you are requesting?

\_\_\_\_\_ **YES** -- Proceed to the next question.

\_\_\_\_\_ **NO** -- Someone with “tangible interest” to the person named on the record needs to make application **and** provide a copy of their current, government-issued picture I.D.

\*Are you 18 years of age **AND** do you have a current, government-issued picture I.D. (such as a driver’s license)?

\_\_\_\_\_ **YES** -- Proceed to the next question.

\_\_\_\_\_ **NO** -- You will need to have your mother, father, sister, brother, grandmother, grandfather, spouse or child (someone with “tangible interest”) make application for you and provide a copy of their current, government-issued picture I.D.

\*Did the birth occur in Woodbury County **OR** was the death **OR** marriage recorded in Woodbury County?

\_\_\_\_\_ **YES** -- Proceed to the next question.

\_\_\_\_\_ **NO** -- You need to make application for the record in the county in which the event took place **OR** you need to make application to the Iowa Department of Public Health.

\*For BIRTHS: Were the mother and father married at the time of the birth of the child for which the birth certificate is being requested?

\_\_\_\_\_ **YES** -- Proceed to the next question.

\_\_\_\_\_ **NO** -- Counties in Iowa do not have birth certificates for babies who were born before July 1, 1995 to a single mother. Was the child born after July 1, 1995?

\_\_\_\_\_ **YES** -- Proceed to the next question.

\_\_\_\_\_ **NO** -- You need to make application for the record in the county in which the event took place **OR** you need to make application to the Iowa Department of Public Health.

\*Did the event (birth, death or marriage) occur in the years of 1921 through 1941?

\_\_\_\_\_ **YES** – Records during this time period are not available from the county through the mail. You need to make application to the Iowa Department of Public Health.

\_\_\_\_\_ **NO** -- Proceed to the next question.

\*For BIRTHS: Has the birth certificate being requested ever been changed by paternity, adoption or any other legal means?

\_\_\_\_\_ **YES** – Counties do not have birth records of children who were adopted. You need to make application to the Iowa Department of Public Health.

\_\_\_\_\_ **NO** -- Proceed to complete the application.

- A copy of the applicant’s current, government-issued picture I.D. **must** accompany **ALL** applications.
- Unless one of your answers instructs you to make application to another county **OR** to the Iowa Department of Public Health, complete the following application, have your signature notarized, and forward it along with the proper fee to: Woodbury County Recorder’s Office; 620 Douglas Street; Room 106; Sioux City, Iowa 51101. If you have questions, please call (712)279-6528.
- For requests through the mail, Woodbury County will only accept money orders for payment.
- If one of your answers instructs you to make application to the Iowa Department of Public Health, complete the following application, have your signature notarized, and forward it along with the proper fee to the address provided on the second page of the application. The second page also contains additional information and phone numbers for your reference.