

**641—95.9(144) Search and issuance of a certified copy of a vital record.** The search and issuance of a certified copy of a vital record shall be requested from the state registrar or county registrar.

**95.9(1)** Only entitled applicants as described in rule 641—95.8(144) may submit requests for certified copies of vital records.

**95.9(2)** A person requesting a search and issuance of a certified copy of a vital record shall provide in writing the following:

- a. The name of the person or persons whose vital record is to be searched;
- b. The purpose of such request;
- c. The relationship to the registrant of the person making the request; and
- d. The notarized signature and the address of the person making the request.

**95.9(3)** In addition to a completed written application, the applicant shall provide:

- a. A current, legible government-issued photo identification of the applicant making the request or other identification documents acceptable to the state registrar; and
- b. Payment of the required fee before the search is conducted.

**95.9(4)** The state registrar and county registrar shall have the authority to require additional supporting documents to prove direct tangible interest and entitlement pursuant to rule 641—95.8(144).

**95.9(5)** If, after the search is conducted, no record is on file and the state registrar or county registrar issues a “notification of record search” on certified paper, the fee for the search may be retained pursuant to paragraph 95.6(1)“a.”

**95.9(6)** If a certified copy of a vital record is issued and sent to the applicant using a mail service and the applicant does not receive the certified copy, the state registrar or the county registrar may replace the certified copy without an additional fee using an Affidavit of Non-Receipt. The applicant must contact the issuing registrar within 90 days of the date of request. A minimum of 30 days must have elapsed from the time the certified copy was mailed. The applicant shall read the instructions, complete the Affidavit of Non-Receipt and have the applicant’s signature notarized. The original Affidavit of Non-Receipt and a photocopy of the applicant’s driver’s license must be reviewed by the issuing registrar before the certified copy can be replaced for no additional fee. The state registrar or county registrar may refuse any Affidavit of Non-Receipt when the state registrar or county registrar determines proof of receipt, fraud or misrepresentation. The state registrar shall give to the registrant a notice in writing of the state registrar’s reason and intention to refuse the Affidavit of Non-Receipt.

**95.9(7)** If printed from the electronic statewide vital records system by a county registrar, the certified copy of a vital record shall be stamped by the issuing county registrar to reflect the county in which the certified copy was issued.

[ARC 0483C, IAB 12/12/12, effective 1/16/13; see Delay note at end of chapter; ARC 2275C, IAB 12/9/15, effective 1/13/16]