

**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, the state registrar or county registrar shall issue a “notification of record search” on certified paper, and the fee for the search shall be retained pursuant to paragraph 95.6(1)“*a.*”

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