



Iowa County Recorder User Manual

January 2026



Health and
Human Services

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Basic Conventions

- ▶ Date Fields - Slashes for date fields are masked in- just type the numerals or click on the calendar. MM/DD/YYYY
- ▶ Hyphens for any numeric field are masked, just type the numerals.
- ▶ **<Tabbing>** between fields is the **MOST efficient**. However, the mouse can be used to click into the next field, but validation messages may fire if the User skips around.
- ▶ **File > Save Without Edits**: To avoid the system running through the validation edits when the record is not complete, go to the main menu bar and select Save Without Edits or press and hold CTRL+2.
- ▶ Hovering over the field name will describe what is required in the field.

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the first name of the child. If no first name, check the box that indicates the name has not been chosen yet.

- ▶ “Paragraphs” are blue-titled sections that contain one or more fields.
- ▶ Some fields are boxes that require only a single letter entry. The fields are not case-sensitive.
- ▶ Some items are selected via drop-down lists. Click the arrow to see the list of drop-down options.
- ▶ The orange color highlighted field indicates the item is not listed in the drop-down.

Country of birth
Garaponi

- ▶ Enter names and literal fields as upper and lowercase letters. The system will default the title case to a capital letter.
- ▶ If there is a capital letter within the name, right-click and choose “**IGNORE CASE RULE**” to add another capital letter. Example: McMichael, McMahon, McKayla, etc.
- ▶ Enter characters that are *LETTERS* on the English keyboard.
 - An apostrophe, hyphen, and spaces may be used.
 - Do NOT use an apostrophe in the name as a substitute for a special character.
 - Enter English-alpha characters only.
- ▶ Enter Today's Date = Press on the letter T in the date field for today's date

A screenshot of a web form field labeled "Date of last live birth". The field is empty and has a small calendar icon to its right.

- ▶ Enter Prior Date = Once a date has been entered, press on the letter B to go backward to the date you

A screenshot of a web form field labeled "Date Of Last Normal Menses". The field contains the date "03/13/2024" and has a small calendar icon to its right.

- ▶ Enter Unknown Date = Enter 9's

A screenshot of a web form field labeled "Date Of Last Normal Menses". The field contains the date "99/99/9999" and has a small calendar icon to its right.

- ▶ Visual Calendar = click on the calendar icon, then pick the date.

A screenshot of a system calendar for January 2024. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date 22 is highlighted in blue. Below the calendar, the date 01/22/2024 is displayed in a yellow box, and a small calendar icon is to its right.

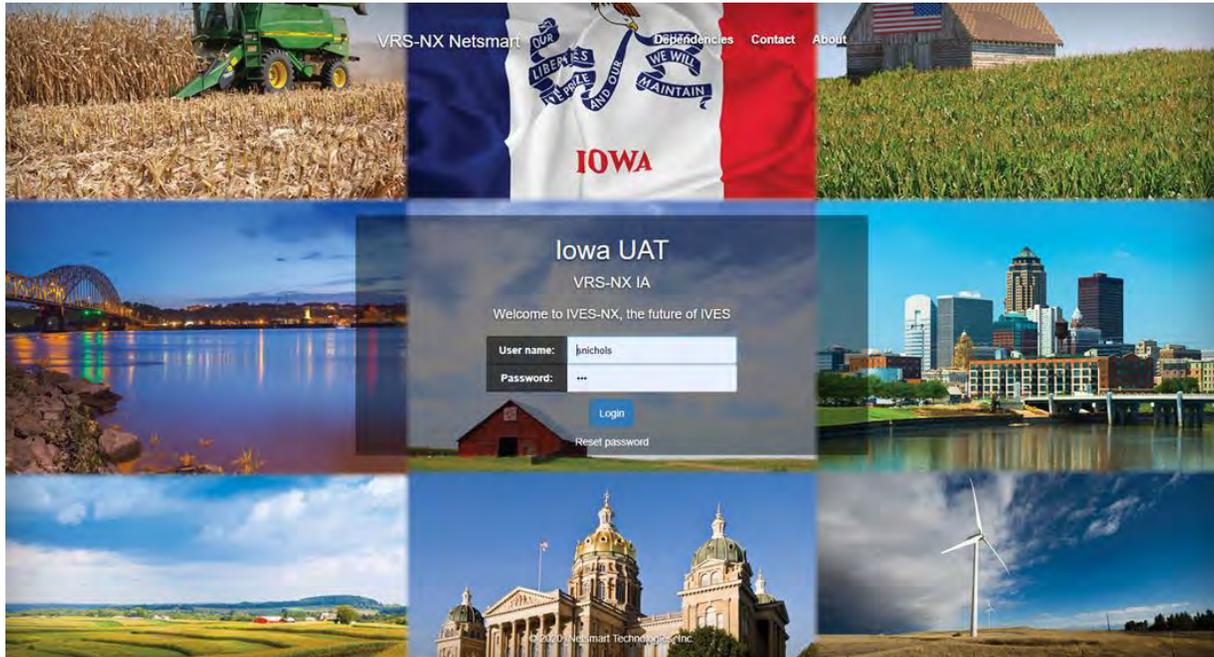
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Monday, March 18, 2024

01/22/2024

- ▶ Start a New Birth Record..... CTRL + I
- ▶ Save..... CTRL + S
- ▶ Save Without Edits..... CTRL + 2
- ▶ Move to Next Field..... <Tab> key
- ▶ Move to Previous Field..... Shift +<Tab> key
- ▶ Clears a field where the cursor is... CTRL + Z
- ▶ Select a checkbox..... Press the spacebar if the cursor is in the field or click with the mouse to select or unselect.
- ▶ Close Window.....Alt + F4

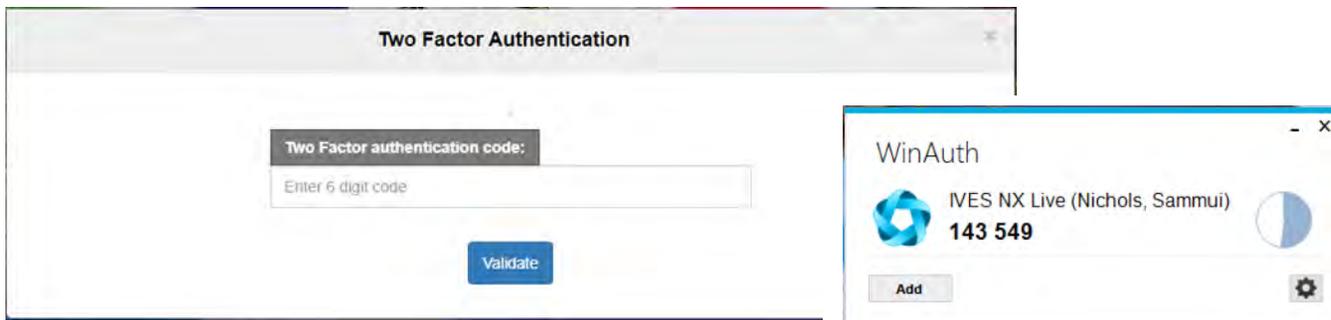
Login



Log into Log into the IVES.

Enter Username and password. Click on the Login Button.

Passwords must be at least 8 characters, and contain an uppercase and lower-case letter, a number and a special character.



Enter Two Factor authentication code, using the Win Auth code.

Click the **Validate** button.

Note: Refer to NX Two-Factor Authentication (2FA) Setup Instructions.

Home Page

Web Browser Tab
Contains the website for IVE-NX

User Profile

Announcement

ATTENTION ALL USERS!

All users of the IVES are required to log into the system themselves using the username and password assigned to them by the state. It is a violation of the IVES Participation Agreement to use someone else's username and password to access IVES.

Work Queues

CAS Requests Pending	1
M App Pending	2
M Change Request - Pending	0
M Change Request - Rejected	0
M Pending Marriage Return	334
Verification - Completed	271
Verification - Pending	0

Searches

County Reports

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Main Menus

- **File** - Create new marriages, change requests or inventories. Able to re-login or log out.
- **Search** – Search for records, change requests, document tracking or inventories.
- **Fee/CAS** – Create new or search for applications, verifications or transmittals.
- **Tools** – Create and search for security questions.
- **Batch** – Search and print reports.
- **Blank Forms** – Blank forms of an application, 3-day waiver, address update and consent to minor.
- **Help** – Quick access to the user manual and links to the VR portal.

Work Queues/Searches

The screenshot displays the Iowa Health and Human Services Public Health system interface. The top navigation bar includes links for Home, File, Search, Fee/CAS, Tools, Batch, Blank Forms, Administration, and Help. The main content area features the Iowa Health and Human Services Public Health logo and a notification about a holiday office closure for Labor Day. Below the notification is a Messages section with a table header (From, Subject, Message, Received, Event) and a note that no messages are currently shown. On the right side, a sidebar titled 'Work Queues' lists various categories with their respective counts: CAS Requests Pending (0), M App Pending (0), M Change Request - Pending (0), M Change Request - Rejected (0), M Pending Marriage Return (35), Verification - Completed (8), and Verification - Pending (0). Below the Work Queues section is a Searches section with a search bar containing the text 'County Reports'.

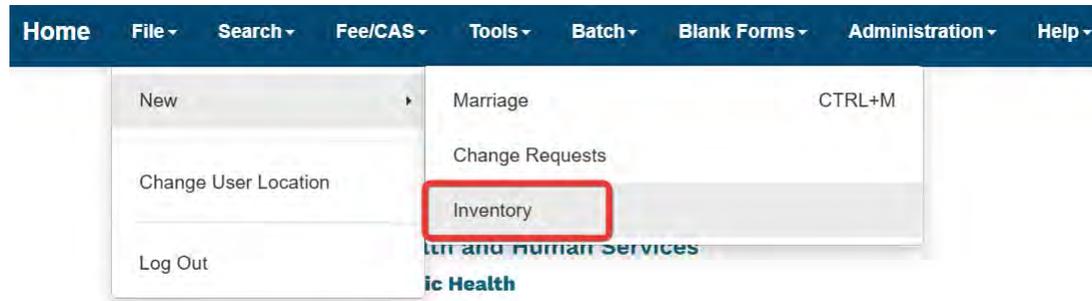
Work Queues

- **CAS Requests Pending** – Pending application requests for a certified certificate.
- **M App Pending** – Pending marriage records where the license complete is not marked “YES” with the date and signature on the Application/License tab.
- **M Change Request Pending** – Incomplete marriage change requests.
- **M Change Request Rejected** – Rejected marriage change request by the State.
- **M Pending Marriage Return** – Records waiting for the Certificate of Marriage to be signed and returned.
- **Verification Complete** – Verification requests confirmed by the State.
- **Verification Pending** – Incomplete verification request.
- **County Reports** – Current month Birth/Death match & Seal Reports.

The numbers displayed next to the headings in the Work Queues are not accurate. Please disregard them and always open the specific Work Queue for proper review.

Inventory

Note: This process can be used every time a new Header (Store) is created. It is recommended each Header (Store) has no more than 2000 pages of security paper. All security paper should be entered into inventory.



To create a new Header (Store) and enter the new batch of control paper numbers, users must go through the Inventory process. From the main menu go to **File > New > Inventory**

Inventory: New

Image count: 0 Notes count: 0 Alerts: 0 Save

Item Information Missing Stock System

Item/Summary

* Inventory Item

Location of Owner: Polk Owner: STORE

Unit: Each Count per unit: []

Header ID Quantity Ordered Quantity Received Quantity Shipped Quantity Available

County Certified Paper
State Certified Paper
STATE ONLY Non-IVES Paper

To enter **NEW State or County certified paper** into inventory:

Click the drop-down arrow located next to the **Inventory Item** box and choose the specific certified paper you are stocking (**County Certified Paper or State Certified Paper**).

Click **SAVE**.

A pop-up message will appear. Click **No**.



Transaction

Clear Transaction Fields Transaction Date Transaction Type Quantity Begin Number End Number

Clear Transaction Fields 09/13/2025 **RECEIVE** 500 6540001 6540500

Create Inventory Transaction Notes

Create Inventory Transaction

Available In Stock/Transaction Details

Available In Stock Transaction Details

Adding the “Receive” safety paper shipment

- Click the **Clear Transaction Fields** button on the Transaction paragraph. This will populate the Transaction Date and open the fields.
- Select the Transaction Type **RECEIVE** from the dropdown.
- Enter the quantity of security paper.
- Enter the Begin Number, tab to the End Number. *The system will populate the End Number based on the quantity amount entered in the quantity box.*
- Click the **Create Inventory Transaction** button. The paper received will appear in the **Available in Stock** and the **Transaction Details** section.

Available In Stock/Transaction Details

Available In Stock Transaction Details

Item	Quantity	Start	End	StockID
State Certified Paper	500	6540001	6540500	3163487

Display

Item	Date	Transaction	Quantity	\$
State Certified Paper	09/13/2025	RECEIVE	500	6

Display

Transaction

Clear Transaction Fields Transaction Date: 09/13/2025 Transaction Type: **SPLIT-ALL-TO-STOCK** Quantity: 0 Begin Number: 0 End Number: 0

Create Inventory Transaction Notes:

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	500	6540001	6540500	3163487

Transaction Details

Item	Date	Transaction	Quantity	€
State Certified Paper	09/13/2025	RECEIVE	500	€

Next is to split the received papers to have it available in stock to print.

1. Click the **Clear Transaction Field** button.
2. Enter the "Transaction Type" - **Split-All-To-Stock**.
3. Then in the **Available in Stock** section, click on the line for the paper received in stock. This will auto-fill the quantity and the beginning and end numbers into the **Transaction Details** section.
4. Click the **Create Inventory Transaction** button. All paper in the certified paper will be split and displayed as individual pieces of paper in the **Available in Stock** section.

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	6540001	6540001	3163488
State Certified Paper	1	6540002	6540002	3163489
State Certified Paper	1	6540003	6540003	3163490
State Certified Paper	1	6540004	6540004	3163491
State Certified Paper	1	6540005	6540005	3163492
State Certified Paper	1	6540006	6540006	3163493

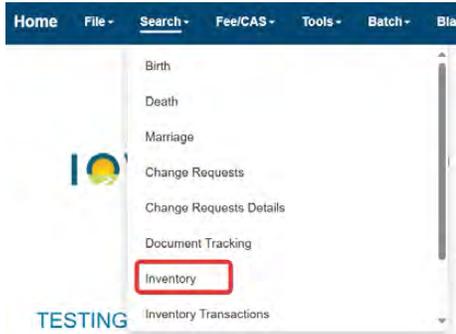
Transaction Details

Item	Date	Transaction	Quantity	€
State Certified Paper	09/13/2025	SPLIT-ALL-TO-STOCK	500	€
State Certified Paper	09/13/2025	RECEIVE	500	€

Display

Adding Safety Paper to Existing Store

Note: This process can be used every time a new Header (Store) is created. It is recommended that each Header (Store) has no more than 2000 pages of security paper. All security paper should be entered into inventory.



On the Home page, Click **Search > Inventory**

Search (Inventory)

Search Criteria Search Result

Clear Search

Item: (dropdown menu showing County Certified Paper, State Certified Paper, STATE ONLY Non-IVES Paper)

Location of Owner: (dropdown menu)

Owner: (dropdown menu)

On Hand:

Header ID:

In the **Item** field, choose the type of paper (State or County) and click the **SEARCH** button.

Search Criteria Search Result

Flat View Export

Images: 0 Notes: 0 Display

Group By:

Item	Location of Owner	Owner	Category	On Hand	Header ID	Is Active?	# of I
State Certified Paper	Polk	STORE	Certified Paper	486	2526	T	0
State Certified Paper	Polk	STORE	Certified Paper		2531	T	0

The results will show a grid of the inventory store(s).

Double click on the store or Click the **DISPLAY** button to open the inventory store.

Transaction

Clear Transaction Fields Transaction Date Transaction Type Quantity Begin Number End Number

Clear Transaction Fields 09/13/2025 [Dropdown] 500 6540001 6540500

Create Inventory Transaction Notes

Create Inventory Transaction [Text Field]

Available In Stock/Transaction Details

Available In Stock Transaction Details

[Dropdown Menu: COMBINE, DAMAGED, ORDER, RECEIVE, RESTOCK, SHIP, SPLIT-ALL-TO-STOCK, SPLIT-IN]

- Click the **Clear Transaction Field** button in the **Transaction** paragraph. This will populate the **Transaction Date** and open the fields.
- Select the **Transaction Type** and **RECEIVE** from the dropdown.
- Enter the Quantity.
- Enter the Begin Number, tab to the End Number. *The system will populate the end number based on the quantity amount.*
- Click the **Create Inventory Transaction** button. The paper received will appear in the **Available in Stock** and the **Transaction Detail** section of the existing store.

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	3563065	3563065	2809306
State Certified Paper	1	3563066	3563066	2809307
State Certified Paper	1	3563594	3563594	2809835
State Certified Paper	1	3563595	3563595	2809836
State Certified Paper	1	3563596	3563596	2809837
State Certified Paper	500	7000501	7001000	2930910

1 - 10 of 10 Items

Display

Transaction Details

Item	Date	Transaction	Quantity	Start	End	Notes
State Certified Paper	02/15/2021	Receive	500	7000501	7001000	
State Certified Paper	11/16/2020	USE	1	3564000	3564000	D Dec
State Certified Paper	11/16/2020	USE	1	3563999	3563999	D Dec
State Certified Paper	11/16/2020	USE	1	3563998	3563998	D Dec
State Certified Paper	11/16/2020	USE	1	3563997	3563997	D Dec

1 - 2022 of 2022 Items

Display

Transaction

Clear Transaction Fields Transaction Date: 09/13/2025 Transaction Type: **SPLIT-ALL-TO-STOCK** Quantity: 0 Begin Number: 0 End Number: 0

Create Inventory Transaction Notes: **Create Inventory Transaction**

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	500	6540001	6540500	3163487

Transaction Details

Item	Date	Transaction	Quantity	Start	End
State Certified Paper	09/13/2025	RECEIVE	500		

Next, split the received papers to have them available in stock to print.

1. Click the **Clear Transaction Field** button.
2. Select the **Transaction Type** and **Split-All-To Stock**.
3. Then, in the **Available in Stock** section, click on the line for the paper received in stock. This will auto-fill the quantity and the beginning and end numbers into the Transaction fields.
4. Click the **Create Inventory Transaction** button. All paper in the **Available in Stock** has been split and will show as individual lines.

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
County Certified Paper	1	5200499	5200499	3141274
County Certified Paper	1	5200500	5200500	3141275
State Certified Paper	1	7860001	7860001	3163990
State Certified Paper	1	7860002	7860002	3163991
State Certified Paper	1	7860003	7860003	3163992

Transaction Details

Item	Date	Transaction	Quantity	Start	End
State Certified Paper	09/13/2025	SPLIT-ALL-TO-STOCK	500	7860001	7860500
State Certified Paper	09/13/2025	RECEIVE	500	7860001	7860500
County Certified Paper	04/29/2024	USE	1	5200047	5200047
County Certified Paper	04/29/2024	USE	1	5200048	5200048

Damaging Spoiled Safety Paper



Damaged paper cannot be reused.

Voided paper can be reused.

The “Inventory” allows users to monitor what documents were printed, restocked or damaged.

Select **Search > Inventory** from the Menu.

Search (Inventory)

The screenshot shows the 'Search Criteria' tab of the 'Search (Inventory)' form. The 'Item' dropdown menu is open, showing three options: 'County Certified Paper', 'State Certified Paper', and 'STATE ONLY Non-IVES Paper'. The 'State Certified Paper' option is highlighted. Other fields include 'Location of Owner', 'Owner', 'On Hand', and 'Header ID'. There are 'Clear' and 'Search' buttons.

In the **Item** field, choose the type of paper and click the **Search** button.

The screenshot shows the 'Search Result' tab of the 'Search (Inventory)' form. It displays a grid of inventory data with columns: Item, Location of Owner, Owner, Category, On Hand, Header ID, Is Active?, and # of I. The data is as follows:

Item	Location of Owner	Owner	Category	On Hand	Header ID	Is Active?	# of I
State Certified Paper	Polk	STORE	Certified Paper	486	2526	T	0
State Certified Paper	Polk	STORE	Certified Paper		2531	T	0

The results will show a grid of the inventory store(s).

Double click on the store OR click the **Display** button to open the inventory store.

Note: When an inventory store is empty, notify the County Recorder Oversight Manger to deactivate.

Damaging Spoiled Safety Paper - Marking “Available” paper as DAMAGED

Transaction

Clear Transaction Fields Transaction Date: 09/13/2025 Transaction Type: **DAMAGED** Quantity: 0 Begin Number: 0 End Number: 0

Create Inventory Transaction Notes: **4** Create Inventory Transaction

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	4320014	4320014	3141292
State Certified Paper	1	4320015	4320015	3141293

Transaction Details

Item	Date	Transaction	Quantity
State Certified Paper	09/25/2024	USE	1

If the paper is still in the Available in Stock Grid:

1. Click the **Clear Transaction Fields** button.
2. Choose **DAMAGED** for the Transaction Type.
3. Click on the safety paper from the **Available in Stock** section. *This will auto-fill the quantity, begin number and end number into the field OR you can manually fill in the quantity, begin number and end number with this information manually.*
4. Click the **Create Inventory Transaction** button. The **Transaction Details** grid will reflect the damaged action.

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	4320015	4320015	3141293
State Certified Paper	1	4320016	4320016	3141294
State Certified Paper	1	4320017	4320017	3141295
State Certified Paper	1	4320018	4320018	3141296
State Certified Paper	1	4320019	4320019	3141297
State Certified Paper	1	4320020	4320020	3141298

Transaction Details

Item	Date	Transaction	Quantity	Start	End
State Certified Paper	09/13/2025	DAMAGED	1	4320014	4320014
State Certified Paper	09/25/2024	USE	1	4320013	4320013
State Certified Paper	09/25/2024	USE	1	4320012	4320012
State Certified Paper	08/12/2023	USE	1	5200009	5200009

Damaging Spoiled Safety Paper - Marking “USED” paper as DAMAGED

Item Information Missing Stock System

Clear Transaction Fields

Transaction Date: 09/13/2025

Create Inventory Transaction

Transaction Type: **DAMAGED**

Quantity: 1, Begin Number: 4320011, End Number: 4320011

Notes:

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	4320015	4320015	3141293
State Certified Paper	1	4320016	4320016	3141294

Transaction Details

Item	Date	Transaction	Quantity	Start	End
State Certified Paper	09/30/2022	USE	1	4320011	4320011

If the paper appears in the Transaction Details Grid:

1. Click the **Clear Transaction Fields** button.
2. Enter **DAMAGED** for the **Transaction Type**.
3. Enter the quantity, begin number, and end number.
4. Click the **Create Inventory Transaction** button. The damaged paper now shows in the **Transaction Details** grid

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	4320015	4320015	3141293
State Certified Paper	1	4320016	4320016	3141294
State Certified Paper	1	4320017	4320017	3141295
State Certified Paper	1	4320018	4320018	3141296
State Certified Paper	1	4320019	4320019	3141297
State Certified Paper	1	4320020	4320020	3141298

Transaction Details

Item	Date	Transaction	Quantity	Start	End
State Certified Paper	09/13/2025	DAMAGED	1	4320011	4320011
State Certified Paper	09/30/2022	USE	1	4320011	4320011
State Certified Paper	09/30/2022	USE	1	4320010	4320010

Restocking Paper



Voided paper can be restocked and reused. Damaged paper cannot be restocked and reused.

Restocking paper is a **two-step process**.

It is possible to restock paper that has not been printed on, and IVES has marked it as **USED**. The paper must be **VOIDED** and then **RESTOCKED**.

Select **Search > Inventory** from the Menu.

Search (Inventory)

The screenshot shows the 'Search Criteria' tab of the 'Search (Inventory)' form. The 'Item' dropdown menu is open, showing three options: 'County Certified Paper', 'State Certified Paper', and 'STATE ONLY Non-IVES Paper'. The 'State Certified Paper' option is highlighted. Other fields include 'Location of Owner', 'Owner', 'On Hand', and 'Header ID'. There are 'Clear' and 'Search' buttons.

In the **Item** field, choose the type of paper and click the **Search** button.

The screenshot shows the 'Search Result' tab of the 'Search (Inventory)' form. It displays a grid of search results. The grid has columns for Item, Location of Owner, Owner, Category, On Hand, Header ID, Is Active?, and # of I. The results are grouped by 'State Certified Paper'.

Item	Location of Owner	Owner	Category	On Hand	Header ID	Is Active?	# of I
State Certified Paper	Polk	STORE	Certified Paper	486	2526	T	0
State Certified Paper	Polk	STORE	Certified Paper		2531	T	0

The results will show a grid of inventory store(s).
Double click on the header store line in the grid OR click the **Display** button to open the inventory store.

Transaction

Clear Transaction Fields **1**

Transaction Date: 09/14/2025

Transaction Type: [Dropdown]

Quantity: 0

Begin Number: 0

End Number: 0

Create Inventory Transaction

Notes:

Create Inventory Transaction

Transaction

Clear Transaction Fields

Transaction Date: 09/25/2024

Transaction Type: USE

Quantity: 1

Begin Number: 4320012

End Number: 4320012

Void Transaction **3**

Notes:

Void Transaction

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	4320015	4320015	3141293
State Certified Paper	1	4320016	4320016	3141294
State Certified Paper	1	4320017	4320017	3141295
State Certified Paper	1	4320018	4320018	3141296

Transaction Details

Item	Date	Transaction	Quantity	Start	End
State Certified Paper	09/25/2024	USE	1	4320013	4320013
State Certified Paper	09/25/2024	USE	1	4320012	4320012
State Certified Paper	06/12/2023	USE	1	5200009	5200009

1st Step – VOID Paper

1. Click the **Clear Transaction Fields** button in the **Transaction** paragraph.
2. Then go to the **Transaction Details** section, highlight and click on the **USE** safety paper in the grid you want to **VOID**. The system will auto-fill the **Transaction Type**, quantity, begin number and end number fields into the **Transaction** paragraph.
3. Notice the changed from **Create Inventory Transaction** to “**VOID TRANSACTION.**” Click the **VOID TRANSACTION** button.
4. A confirmation pop-up message to VOID the transaction will appear. Click the **OK** button.

qavrstest.netsmartcloud.com says

Are you sure you want to VOID this transaction?

OK Cancel

5. The Transaction Detail section now reflects the safety paper as VOID.

Repeat this process if there are multiple papers to be voided.

Transaction Details

Item	Date	Transaction	Quantity	Start	End	Notes
State Certified Paper	11/04/2020	VOID	1	8800001	8800001	B Birtl
State Certified Paper	11/05/2020	USE	1	8800002	8800002	B Birtl
State Certified Paper	11/05/2020	USE	1	8800003	8800003	B Birtl
State Certified Paper	11/06/2020	USE	1	8800004	8800004	B Birtl
State Certified Paper	11/09/2020	USE	1	8800005	8800005	B Birtl

1 - 12 of 12 items

Display

2nd Step – Restock Paper

1. Click the **Clear Transaction Fields** button in the **Transaction** paragraph.
2. Enter **RESTOCK** for the Transaction Type”.
3. Enter the quantity, begin number and end number into the fields.
4. Click the **Create Inventory Transaction** button. The safety paper is now restocked in the **Available in Stock** section.
5. Click on the browser tab to close out of inventory.

Transaction

Clear Transaction Fields

Transaction Date: 09/28/2025

Transaction Type: RESTOCK

Quantity: 1

Begin Number: 4320012

End Number: 4320012

Create Inventory Transaction

Notes:

Clear Transaction Fields

Create Inventory Transaction

Available In Stock/Transaction Details

Available In Stock

Item	Quantity	Start	End	StockID
State Certified Paper	1	4320012	4320012	3164491
State Certified Paper	1	4320015	4320015	3141293
State Certified Paper	1	4320016	4320016	3141294
State Certified Paper	1	4320017	4320017	3141295
State Certified Paper	1	4320018	4320018	3141296
State Certified Paper	1	4320019	4320019	3141297

1 - 510 of 510 items

Display

Transaction Details

Item	Date	Transaction	Quantity	Start	End	Notes
State Certified Paper	09/28/2025	RESTOCK	1	4320012	4320012	
State Certified Paper	09/13/2025	DAMAGED	1	4320011	4320011	
State Certified Paper	09/13/2025	DAMAGED	1	4320014	4320014	
State Certified Paper	09/25/2024	USE	1	4320013	4320013	MARF IN

1 - 29 of 29 items

Display

IOWA Health and Human Services

Restocking Multiple Paper

Transaction

Clear Transaction Fields Transaction Date: 09/28/2025 Transaction Type: RESTOCK Quantity: 4 Begin Number: 5200042 End Number: 5200045

Create Inventory Transaction Notes:

After VOIDING each individual paper:

1. Click the **Clear Transaction** button in the **Transaction** paragraph.
2. Enter RESTOCK for the **Transaction Type** in the drop-down menu.
3. Enter the quantities, begin number, and end number into the fields.
4. Click the **Clear Inventory Transaction** button. The multiple safety papers are now restocked in the **Available in Stock** section.

Transaction

Clear Transaction Fields Transaction Date: 09/28/2025 Transaction Type: SPLIT-ALL-TO-STOCK Quantity: 4 Begin Number: 5200042 End Number: 5200045

Create Inventory Transaction Notes:

Available in Stock/Transaction Details

Available in Stock

Item	Quantity	Start	End	StockID
State Certified Paper	4	5200042	5200045	3164492
County Certified Paper	1	5200048	5200048	3140823
County Certified Paper	1	5200049	5200049	3140824
County Certified Paper	1	5200050	5200050	3140825
County Certified Paper	1	5200051	5200051	3140826
County Certified Paper	1	5200052	5200052	3140827

Transaction Details

Item	Date	Transaction	Quantity	Start	End	Notes
County Certified Paper	04/29/2024	USE	1	5200046	5200046	INVEI
County Certified Paper	04/29/2024	VOID	1	5200045	5200045	DEAT
County Certified Paper	04/29/2024	VOID	1	5200044	5200044	DEAT

1. Click the **Clear Transaction** button.
2. Enter the **Transaction Type** and **Split-All-To Stock**.
3. Then, in the **Available in Stock** section, highlight and click on the multiple papers available in stock. This will auto-fill the quantity and the begin and end numbers back into the transaction fields.
4. Click the Create Inventory Transaction button. All the paper in the **Available in Stock** has been split.

Fee/CAS Application Organization

Home File Search Documents FeeCAS Action Linking Tools Batch Administration Help

1415

Applicant: New Image count: 0 Notes count: 0 Alerts: 0 Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Application Status

Applicant Number: [] Date Of Application: 09/28/2025 Application Type: [] Assigned To Queue: [] Priority: NORMAL VC Order/Tracking #: []

Identification: [] Date Received: [] Application Status: PENDING Date Completed: [] Completed By: [] VC Shipping Type: []

Applicant Information

First Name: [] Middle Name: [] Last Name: [] Company/Agency Name: []

Country: United States State Name: Iowa City: [] Address 1: []

Address 2: [] Zipcode: [] Zip + 4: [] Phone - Primary: [] Fax - If Applicable: []

Email: [] Email CAS Status: []

Is Applicant Address Same As Mailing?

Total \$ Charged: \$0.00 Total \$ Paid: \$0.00 Amount Due: \$0.00

Payment Information

Payment Date	Payment Type	Check Num	Amount	Applicant ID	Payment ID	Modify Date	Create Date	Retur
No items to display								

Display

Initialize Payment

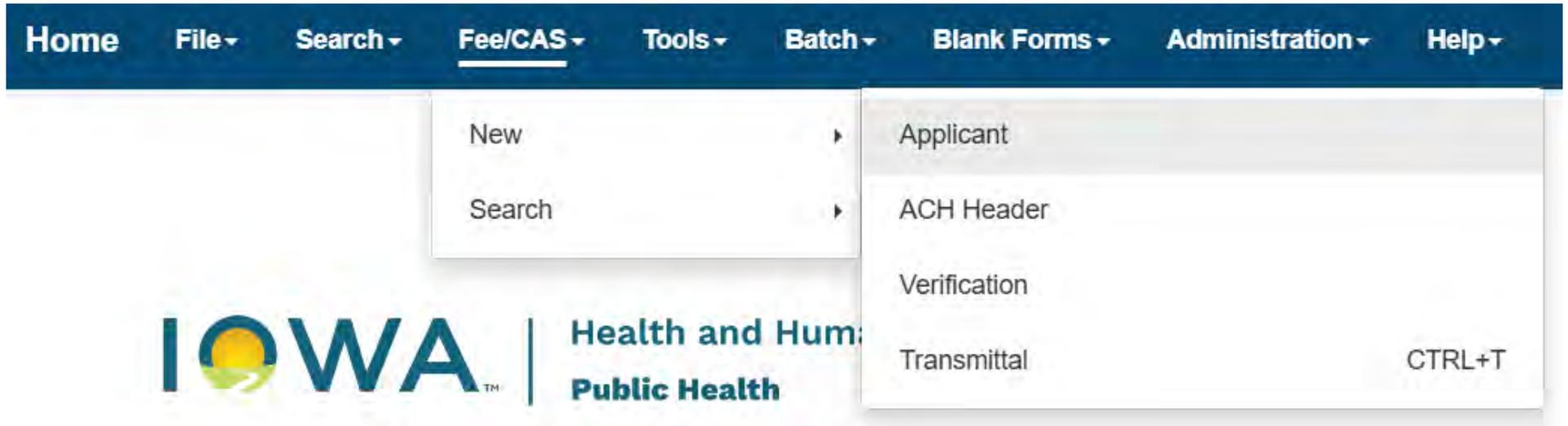
Initialize Payment

Payment Date: [] Payment Amount: []

Payment Type: [] Check/CC/MO #: []

Add Payment: []

New CAS Applications for Fee Purposes



This section provided guidance on creating a new application for fee purposes in IVES. On the Home Page, click **Fee/CAS > New > Applicant**

CAS Application – IVES Certificate

Remember: This section is for printing vital records from IVES on certified paper. See *Guidelines to Printing Certified Copies located on the VR Portal*.

The screenshot shows the 'Applicant: New' form in the IVES system. The top navigation bar includes 'Home', 'File', 'Search', 'Documents', 'Fee/CAS', 'Action', 'Linking', 'Tools', 'Batch', 'Administration', and 'Help'. The form is divided into two main sections: 'Application Status' and 'Applicant Information'. In the 'Application Status' section, the 'Date Of Application' (09/28/2025) and 'Application Type' (I) are highlighted with red boxes. In the 'Applicant Information' section, the 'First Name' and 'Last Name' fields are highlighted with red boxes. A text box at the bottom right of the form states: 'Fields with RED * next to them are required fields.' The form also includes various dropdown menus, text input fields, and a 'Save' button.

Application tab: Fields with **RED *** next to them are required fields.

Application Status

- Enter the **Application Type**, the **Identification** and the **Date Received** using the drop down lists.

Application Information

- Enter the First, Middle (if applicable), and Last Name. of the applicant
- Click the **Save** button.
- The dialog message appears, “The record saved successfully”.
- Click **OK** button.



Payment Information

The screenshot displays the 'Payment Information' interface. On the left is a table with columns: Payment Date, Payment Type, Check Num, Amount, Applicant ID, Payment ID, Modify Date, Create Date, and Return... The table is currently empty, showing 'No items to display' at the bottom. A 'Display' button is located below the table. On the right is the 'Initialize Payment' form, which is highlighted with a red border. This form includes an 'Initialize Payment' button at the top, followed by input fields for 'Payment Date' (with a calendar icon), 'Payment Amount', 'Payment Type' (with a dropdown arrow), and 'Check/CC/MO #'. At the bottom of the form is an 'Add Payment' button.

If processing a FREE VA, an exchange or a NO Fee certificate, **there is no payment to enter**. VA exchanges must be done as a **No Fee Service**.

- Click the **Initialize Payment** button to open the payment fields. The **Payment Date** will pre-populate to the current date.

It also changes the button to **Clear Payment Fields**.

- Enter the **Payment Amount**. This needs to be the exact amount owed.

- Choose the **Payment Type**: Cash, Check Number, or Money Order.

- If applicable, enter the check, credit card, or money order number.

- Click the **Add Payment** button. The payment grid will reflect the payment.

If there are two payments for one application, the payment must be entered as one item.

Request For Inventory Tab

Applicant: 1373561

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Initialize Request Fields

Initialize Request Fields

Event Type	Event State File Number	Event Begin Date	Event End Date	Purpose Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>Add New Request</p> <p>Add New Request</p>				

Request Information

Click the **Initialize Request Fields** button; this will clear and open the fields. It also changes the button to **Clear Request Fields**.

- Enter the following:
 - **Event Type** (Birth, Death or Marriage)
 - **Event Begin Date** (Date of Event)
 - **Event End Date** (if different from begin date)
 - **Purpose Type**
 - **Relationship** of application to the person on the record (If the relationship is “self,” the system will auto-fill the name of the applicant from the application.)
 - First, Middle (if applicable) and Last Name.

Click the **Add New Request** button. The request will populate in the grid in the **REQUESTS** section on the bottom of the page.

Note: If the State File Number is available, enter it and the system will auto-fill the Event Date, First, Middle (if applicable) and Last Name.

Requests/Services/Inventory Information

REQUESTS

Search...

RequestID	Event	First Name	Middle Na...	Las
1480938	BIRTH	Taylor		Sw

Service Information

Service Information

Initialize Service Fields

Initialize Service Fields

Service Type

Fee Type

Copies

Status

Cost

\$0.00

Add New Service

Add New Service

Service Information.

Click the **Initialize Service Fields** button. This will clear and open the fields. It also changes the button to **Clear Service Fields**

- Enter the following:
 - **Service Type**
 - **Fee Type**
 - **Number of Copies**

Click the **Add New Service** button. The service will populate in the grid in the **SERVICES** section on the bottom of the page.

Applicant: 1373561 Image count: 0 | Notes count: 0 | Alerts: 0 | Previous Event | Save

Application: **Request to Inventory** | Mailing | Billing | Reassign Request | Flags | Return & Notes | VPA Returns

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

Standard

Copies

1

Status

PENDING

Cost

\$15.00

Update Service

Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na.	Last
1480938	BIRTH	Taylor		Sw

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$ Total	Status	C
1480938	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Request/Service/Inventory

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na...	Las
1480938	BIRTH	Taylor		Swi

Display

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C.
1480938	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y.

Display Documents

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

IVES CERTIFICATES – State security paper only

Services on a birth, death or marriage available in IVES (see Guidelines to Printing Certified Copies located on the VR Portal).

Requests/Service/Inventory Information

- Click on the correct **REQUESTS** grid one time.
- Click on the correct **SERVICES** grid one time.
- Click the **Search To Print Event Record** button.

Linking: Event Search BIRTH

Search Criteria **Search Result**

Flat View Export

Images: 0 Notes: 0 **Display**

Group By:

Birth ID	SFN	Child's First	Child's Middle	Child's Last	Child's Suffix	Child DOB	County of Birth	Moth
3058418	2025000020	Emily		Nichols		06/30/2025	Polk	Sam

The Search Result grid for the event appears. Click the **Display** button or double-click on the grid to open the record.

DO NOT PRINT FROM THE SEARCH SCREEN!

Documents Fee/CAS Action Tools Batch Administration Help

Documents

- B Birth Image Cert COUNTY
- B Plain Paper Image Copy

Status Spouse Flags

On the event, select **Documents > Documents > Certificate type of document should appear.**

Note – if the record was not found, check the requested information fields to ensure the information is entered correctly (name or event date). This may also require changing the search criteria.

STATE OF IOWA Iowa Department of Public Health CERTIFICATE OF LIVE BIRTH			
		114-2021-000044	
1. FIRST NAME Copper	2. DATE OF BIRTH 01/01/2021		
3. MIDDLE NAME, if any.	4. TIME OF BIRTH 08:00 AM		
5. LAST NAME (SURNAME) Nichols	6. GENDER Male		
7. SUFFIX, if any.	8. COUNTY OF BIRTH Polk	9. DATE FILED BY REGISTRAR 02/08/2021	
10. FACILITY OF BIRTH (OR STREET ADDRESS) MercyOne Des Moines Medical Center		11. CITY, TOWN, OR LOCATION OF BIRTH Des Moines	

The certificate will appear. If the record is an image, you must crop the image by following the instructions found on page 92.

In the top right corner, click the **Printer** icon.

Print 1 sheet of paper

Destination: HP LaserJet Professional

Pages: All

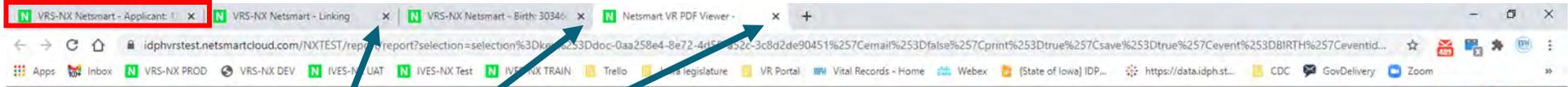
Copies: 1

More settings

Print Cancel

The printer dialog box will appear. *This dialog box is specific to general printing, and all printers should be available.*

- Choose the correct printer from the Destination field.
- The quantity of certified copies requested in IVES will correspond to the number of certified copies that will print. Enter the number of copies requested.
- *If applicable* choose additional settings based on YOUR PRINTER set up.
- Click the **Print** button.



Once the record is printed, close all the tabs to get back to the **Applicant** tab to enter the safety paper number and complete the application.

STATE OF IOWA
Iowa Department of Public Health
CERTIFICATE OF LIVE BIRTH

114-2021-000044

REGISTRANT	1a. FIRST NAME Copper	2. DATE OF BIRTH 01/01/2021
	1b. MIDDLE NAME, if any	3. TIME OF BIRTH 08:00 AM
	1c. LAST NAME (SURNAME) Nichols	4. GENDER Male
	1d. SUFFIX, if any	5. COUNTY OF BIRTH Polk
7. FACILITY OF BIRTH (OR STREET ADDRESS) MercyOne Des Moines Medical Center		6. DATE FILED BY REGISTRAR 02/08/2021
8. CITY, TOWN, OR LOCATION OF BIRTH Des Moines		
MOTHER	9a. CURRENT LEGAL FIRST NAME AND MIDDLE NAME Silver	9b. CURRENT LEGAL LAST NAME, SUFFIX Nichols
	10a. FIRST NAME AND MIDDLE NAME PRIOR TO ANY MARRIAGE Silver	10b. LAST NAME, SUFFIX PRIOR TO ANY MARRIAGE Moon
	11. STATE OF RESIDENCE Iowa	12. COUNTY OF RESIDENCE Dallas
	13. BIRTHPLACE Iowa	14. DATE OF BIRTH (OR AGE) 05/04/1996
FATHER	15a. CURRENT LEGAL FIRST NAME AND MIDDLE NAME Bronze	15b. CURRENT LEGAL LAST NAME, SUFFIX Nichols
	16a. FIRST NAME and MIDDLE NAME PRIOR TO ANY MARRIAGE Bronze	16b. LAST NAME, SUFFIX PRIOR TO ANY MARRIAGE Nichols
	17. BIRTHPLACE Iowa	18. DATE OF BIRTH (OR AGE) 05/04/1994

NO NOTATIONS

Request to Inventory Tab

Requests/Services/Inventory

- Enter the first piece of security paper number in the **Inventory Begin #** field.
- Enter the last piece of security paper number in the **Inventory End #** field. If it is one piece of paper, enter the same number.
- Click the **Use Inventory** button. The Services grid will be marked as **COMPLETED**.

Request Information

- Change the **Request Status Type** in the upper right corner to **COMPLETED**.
- Click the **Update Request** button.
- Click on the Application tab.

Applicant: 1373565

Image count: 0

Notes count: 0

Alerts: 0

Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Application Status

Applicant Number 1373565	* Date Of Application 09/14/2025	* Application Type MAIL	Assigned To Queue MARRIAGE LICENSE	Priority NORMAL	VC Order/Tracking #
Identification	Date Received	Application Status COMPLETED	Date Completed 09/15/2025	Completed By Nichols, Sammur	VC Shipping Type

Applicant Information

* First Name George	Middle Name	* Last Name Washington	Company/Agency Name
Country United States	State Name Iowa	City Waukee	Address 1 12 FREEDOM DRIVE
Address 2	Zipcode 50263	Zip + 4	Phone - Primary
			Fax - If Applicable

To complete the transaction in full, the user **is required** to manually change the status of the application.

Application Tab

- On the **Application Status** field, change the status from **Pending** to **Completed** by using the **drop down menu**. Be sure to click the X in the box to clear the **Pending** and see all options.
- Tab over to the **Date Completed** field and enter the date (MM/DD/YYYY). Then tab to the **Completed By** field, which will auto-populate the name of the IVES user.
- Click the **Save** button in the upper right corner of the screen.

New Fee/CAS Application – NON-IVES Certificate

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Applicant: 1373561

Documents

- Commemorative Cover Letter
- Cover Letter
- Cover/Receipt
- Non-IVES Certificate(s)**
- Nonviable Cover Letter
- R Service Location Update
- Receipt
- Return Letter

Image count: 0 Notes count: 0 Alerts: 0 Save

Application Request to Inventory Mailing Billing

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Update Service

Update Service

VPA Returns

Status

PENDING

Cost

\$15.00

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na...	Last Name
1480938	BIRTH	Taylor		Swift

Display

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C...
1480938	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y

Display Documents

Search To Print Event Record

~~Search To Print Event Record~~

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

If the request is for a birth, death or marriage record that is **NOT available in IVES** (see Guidelines to Printing Certified Copies located on the VR Portal) the user would **not** select the **Search To Print Event Record** button.

Instead, simply print the documents using the County Safety Paper and select the **Document > Documents > Non-IVES Certificate(s)** from the menu and follow the steps on page 36 for using inventory paper and completing the application.

Multiple Service Requests

Multiple Certified Copy Requests

If there are multiple requests from the same applicant, **repeat the request and service process, starting on page 29.**

The grid will populate accordingly. Each request and service are tied by the **Request ID.**

Make sure the correct Requests line and Services line are highlighted in the Requests/Services Information grid before you search for the event record.

Applicant: 1373564

Image count: 1

Notes count: 0

Alerts: 0

Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Service Type: Certified Copy Fee Type: Standard Copies: 1 Status: PENDING Cost: \$15.00

Update Service: Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na...	Last
1480943	DEATH	Martha		Wa...
1480942	BIRTH	George		Wa...

Display

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C...
1480943	DEATH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y...
1480942	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y...

Display

Documents

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

Notification of No Entitlement Process

This process is used when it has been determined that an applicant is not entitled to a vital record. The letter is to be printed on plain paper.

- Create a new Fee/CAS application, add the request and service information, see page 26.
- Under the **Request to Inventory** tab and **Services** grid, click on the **Documents** button.

Applicant: 1373561 Image count: 0 Notes count: 0 Alerts: 0 Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields Event Type: BIRTH Event State File Number: Event Begin Date: 09/13/1996 Event End Date: 09/13/1996 Purpose Type: Social Security

Relationship: Self First Name: Taylor Middle Name: Last Name: Swift Suffix: Request Status Type: PENDING

Update Request Update Request

Service Information

Clear Service Fields Service Type: Certified Copy Fee Type: Standard Copies: 1 Status: PENDING Cost: \$15.00

Update Service Update Service

Requests/Services/Inventory Information

SERVICES

RequestID	Event	First Name	Middle Na...	Last Name
1480938	BIRTH	Taylor		Swift

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C...
1480938	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y

Search To Print Event Record Search To Print Event Record

Inventory Begin #
 Inventory End #

Use inventory Use Inventory

Documents

Send Email

1 of 1

IOWA | Health and Human Services
 Kim Reynolds, Governor Chris Cournoyer, Lt. Governor Kelly Garcia, Director

09/12/2025

ANDY REID
 1515 MAHOMES RD.
 KANSAS CITY, MO 64101

NOTIFICATION OF NO ENTITLEMENT

Applicant Name: ANDY REID
Requested Record Name: TRAVIS KELCE
Type of Event: MARRIAGE

- Click the No Entitlement Letter **Print Document** button

Document Name	Fax Document?	
No Entitlement Letter	No	Print Document
Notice of Record Search	No	Print Document

- Once the document appears, print the Notification of No Entitlement Letter using the print icon.
- Close the document window.
- Click on **Refresh Record** button.

Document Name	Fax Document?	
No Entitlement Letter	No	Print Document
Notice of Record Search	No	Print Document

Applicant: 1373553

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields

Clear Request Fields

Event Type

MARRIAGE

Event State File Number

Event Begin Date

09/12/2025

Event End Date

09/12/2025

Purpose Type

Personal Records

Relationship

Legal Representative

First Name

Travis

Middle Name

Last Name

Kelcy

Suffix

Update Request

Update Request

Request Status Type

CANCELLED

COMPLETED

COUNTY SEARCH

NO ENTITLEMENT

PENDING

RECORD NOT FOUND

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

Standard

Copies

1

Status

COMPLETED

Cost

\$15.00

Update Service

Update Service

- Click on the **Request to Inventory** tab. The Service Status now shows **COMPLETED**.
- Change the Request Status Type to **NO ENTITLEMENT**.
- Click on the **Application** tab

Recommendation: Include a notation explaining the reason the applicant is not entitled to access the record. Double-click the **Notes Count** button located at the top of the page. *Ex: Date, Note & Name or Initials of user who entered the note.*

Applicant: 1373553

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Application Status

Applicant Number 1373553	* Date Of Application 09/12/2025	* Application Type COUNTER	Assigned To Queue	Priority NORMAL	VC Order/Tracking #
Identification Drivers License	Date Received 09/12/2025	Application Status COMPLETED	Date Completed 09/12/2025	Completed By Nichols, Sammui	VC Shipping Type

Applicant Information

* First Name ANDI	Middle Name	* Last Name REED	Company/Agency Name
Country United States	State Name Missouri	City Kansas City	Address 1 123 CHIEFS STREET
Address 2	Zipcode 64101	Zip + 4	Phone - Primary
Email	Email CAS Status Email CAS Status		Fax - If Applicable

- Change the Application Status to **COMPLETED** by clicking the “X” to clear the field and select **COMPLETED** from the drop-down.
- Tab over to the **Date Completed** field and enter the date (MM/DD/YYYY). Then tab to the **Completed By** field, which will auto-populate the name of the IVES user.
- Click the **Save** button in the upper right corner of the screen.

Notice of Record Search Process

A Notice of Record Search is to be processed when a vital record that has been ordered cannot be found in IVES. A Notice of Record Search is issued to the customer on state security paper.

- A **CAS Application** must be created (page 26). At a minimum, county staff should search by **name** and **date of event**. A second county staff member should search for the record to confirm that no record is found in IVES.
- Under the **Request to Inventory** tab and **Services** grid, click on the **Documents** button.

Applicant: 1373561 Image count: 0 Notes count: 0 Alerts: 0 Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields Event State File Number

Event Type: BIRTH Event Begin Date: 09/13/1996

Event End Date: 09/13/1996 Purpose Type: Social Security

Relationship: Self First Name: Taylor

Middle Name: Last Name: Swift

Suffix: Request Status Type: PENDING

Update Request Update Request

Service Information

Clear Service Fields

Service Type: Certified Copy Fee Type: Standard

Copies: 1 Status: PENDING

Cost: \$15.00 Update Service

Requests/Services/Inventory Information

SERVICES

RequestID	Event	First Name	Middle Na...	Last Name
1460938	BIRTH	Taylor		Swift

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C...
1460938	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y

1 - 1 of 1 items

Documents

Search To Print Event Record
Search To Print Event Record
 Inventory Begin #

 Inventory End #

 Use Inventory
Use Inventory

Documents		
Document Name	Fax Document?	
No Entitlement Letter	No	Print Document
Notice of Record Search	No	Print Document

[Close](#)
[Refresh Record](#)

- Click the **Print Document** button to view the **Notice of Record Search Document**.
- Once the document appears, print the **Notification of Record Search** using the printer icon.
- Close the document window when done printing.

Send Email

1 of 1

NOTIFICATION OF RECORD SEARCH

Current Date: 09/12/2025

Requested Record Name: Travis Kelcy

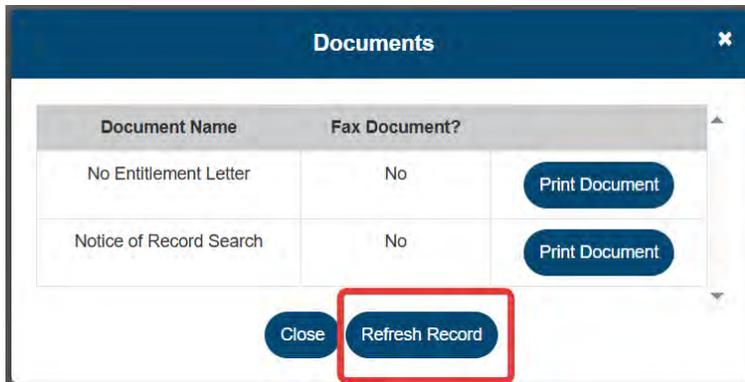
Event Type: BIRTH

Date of Event: 01/01/1996 - 01/01/1996

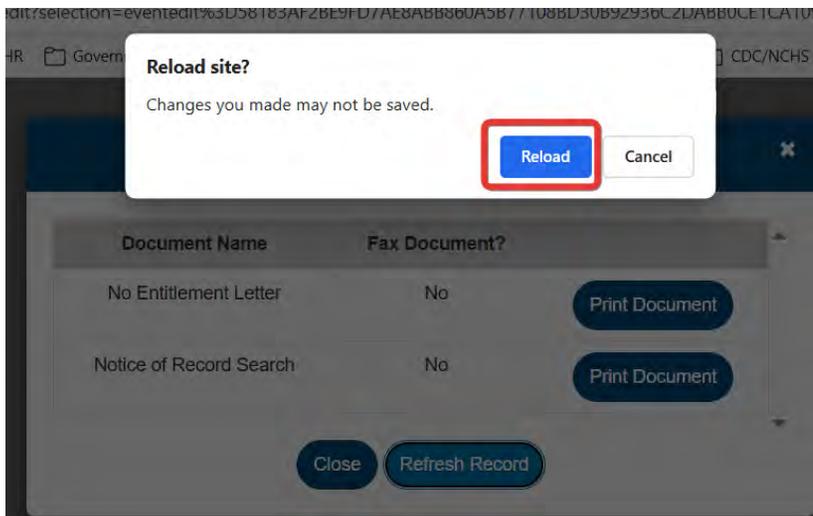
A search has been completed for the requested record in the indexes available at the county or the state vital records office.

We are unable to locate the vital record requested. The fee paid has been retained to cover the administrative costs associated with searching for the requested vital record.

If this request is for your own birth or marriage record, you may choose to establish a delayed record if the event occurred in the State of Iowa. Information regarding the procedure for establishment of a delayed record may be obtained by contacting the Bureau of Health Statistics with the Iowa Department of Health and Human Services at 515-281-4944. The office is located in the Lucas State Office Building, 1st Floor, 321 E. 12th Street, Des Moines, Iowa 50319-0075.



- Click on **Refresh Record** button.
- Click the **Reload** button



Applicant: 1373236

Image count: 0 Notes count: 0 Alerts: 0

Application: **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields: Clear Request Fields

Event Type: MARRIAGE Event State File Number: Event Begin Date: 01/01/1900 Event End Date: 01/01/1900 Purpose Type: Sports

Relationship: Brother, Step First Name: Travis Middle Name: Last Name: Kelce Suffix: Request Status Type: COMPLETED

Update Request: Update Request

Service Information

Clear Service Fields: Clear Service Fields

Service Type: Certified Copy Fee Type: Standard Copies: 1 Status: RECORD NOT FOUND Cost: \$15.00

Update Service: Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na...
1480696	MARRIAGE	Travis	

SERVICES

RequestID	Event Type	Service Type	Fee Type	Cop...	St...	Status	C
1480696	MARRIAGE	Certified Copy	Standard	1	\$ 15.00	RECORD NOT FOUND	Y

Display Documents

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

- Click on the **Request to Inventory** tab. The service status now shows **RECORD NOT FOUND**.
- Highlight the **RECORD NOT FOUND** service by clicking on the Services grid.
- Enter the **Inventory Begin #** and **Inventory End #**.
- Click **Use Inventory** Button.

Message from webpage

Successfully used the Inventory Stock 9000001-9000001 and the service BIRTH Certified Copy has been marked as COMPLETED.

Ok

- A message will appear stating the inventory paper was successfully used. Click the **OK** button.

Applicant: 1373556

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields

Clear Request Fields

Event Type

BIRTH

Event State File Number

Event Begin Date

01/01/1996

Event End Date

01/01/1996

Purpose Type

Social Security

Relationship

Self

First Name

Travis

Middle Name

Last Name

Keicy

Suffix

Update Request

Update Request

Request Status Type

CANCELLED

COMPLETED

COUNTY SEARCH

NO ENTITLEMENT

PENDING

RECORD NOT FOUND

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

Standard

Copies

1

Status

COMPLETED

Cost

\$15.00

Update Service

Update Service

- The Service Status will change from **RECORD NOT FOUND** to **COMPLETED** when the inventory paper is entered.
- Change the Request Status Type to **RECORD NOT FOUND**.
- Click the **Update Request** button.

Applicant: 1373556

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application

Request to Inventory

Mailing

Billing

Reassign Request

Flags

Return & Notes

VPA Returns

Application Status

Applicant Number

1373556

* Date Of Application

09/12/2025

* Application Type

COUNTER

Assigned To Queue

Priority

Normal

VC Order/Tracking #

Identification

Drivers License

Date Received

09/12/2025

Application Status

COMPLETED

Date Completed

09/12/2025

Completed By

Nichols, Sammuj

VC Shipping Type

- Click on the **Application Tab**.
- Change the Application Status to **COMPLETED** by clicking the 'X' in the box to clear, then click on the arrow down to select **COMPLETED** status.
- Tab to the **Date Completed** box, enter the date.
- Tab to the **Completed By** box, which will auto populate User's name.
- Click the **Save** button.

Notice of Record Search – Marriage “Single Status”

A Notice of Record Search is to be processed when a vital record that has been ordered cannot be found in IVES. This process can also be used for evidence of a “Single Status”. The “Single Status” document is issued to the customer on state security paper.

Applicant: 1373557

Image count: 0 Notes count: 0 Alerts: 0

Previous Event Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Mi
1480935	MARRIAGE	Taylor	

SERVICES

Reque...	Event Type	Service T...	Fee Type	Co...	\$T...	Status	C
1480935	BIRTH	Certified Copy	Standard	1	\$ 15...	PENDI...	Y

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

Display **Display** **Documents**

- A CAS Application and service must be created page 26.
- On the **Request to Inventory** tab, go to the **Requests** box of the Requests/Services/Inventory Information section.
- Click on the **Display** button. This will bring up another screen to enter the marital information.

Request: 1480935

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Service

Marital Information

Flags

1

Spouse Information

Marital Information

If this is a Marriage or Divorce request, list 'Partner 1' as the one requesting information & 'Partner 2' as a Spouse.

Partner 2 - First Name

Travis

Partner 2 - Middle Name

Partner 2 - Last Name

Kelcy

Date Of Marriage

1. On the **Marital Information** tab, enter the **Partner 2's First Name and Last Name**. If it is for a **“Single Status”** enter **Anyone** as the first name and **Anyone** for the last name. It is not required that a marriage date be entered on this page.

Request: 1480935

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Service

Marital Information

Flags

2

"Single Status"

Marital Information

If this is a Marriage or Divorce request, list 'Partner 1' as the one requesting information & 'Partner 2' as a Spouse.

Partner 2 - First Name

Anyone

Partner 2 - Middle Name

Partner 2 - Last Name

Anyone

Date Of Marriage

2. Click the **Save** button.
3. A pop up will appear asking to leave the site, click **NO**.
4. Click **Previous Event** button to go back to the Application/Request for Inventory tabs.
5. A pop-up message will appear asking to leave the site. Click **Leave**.

Applicant: 1373557

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Mic
1480935	MARRIAGE	Taylor	

Display

SERVICES

Reque...	Event Type	Service Ty...	Fee Type	Co...	\$T...	Status	C
1480935	MARRIAGE	Certified Copy	Standard	1	\$ 15...	PENDI...	Y

Display

Documents

Search To Print Event Record

Search To Print Event Record

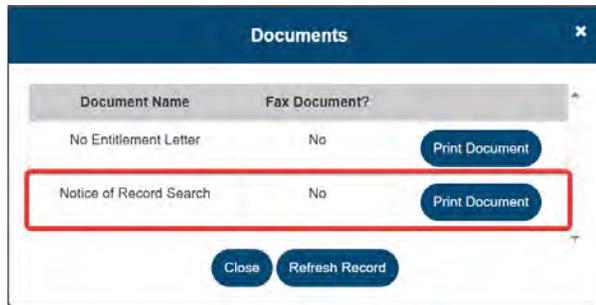
Inventory Begin #

Inventory End #

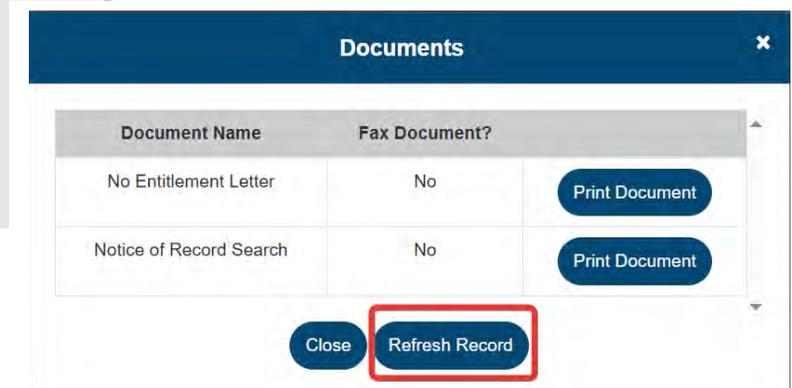
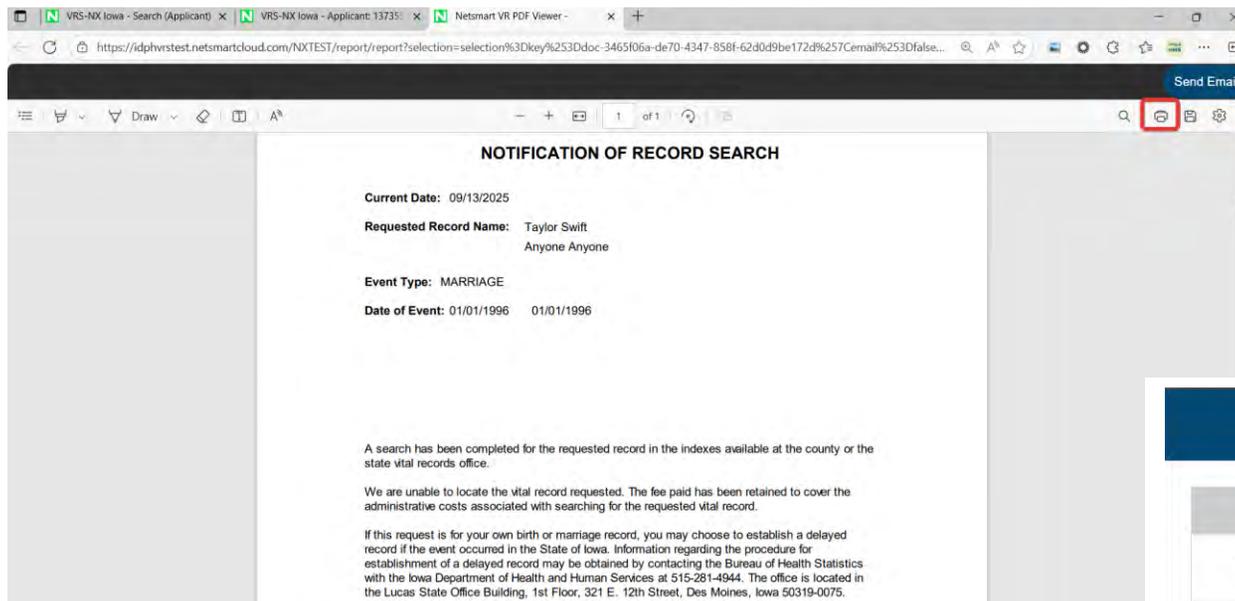
Use Inventory

Use Inventory

- On the Application, click on the **Request to Inventory** tab.
- Under the **Request to Inventory** tab, click on the **Documents** button located under the Services grid.



8. Click the **Print Document** button to view the **Notice of Record Search Document**.
9. Print the Notification of Record Search using the **printer icon**.
10. Close the document window
11. Click on **Refresh Record** button.



Applicant: 1373236 Image count: 0 Notes count: 0 Alerts: 0

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields

Event Type: MARRIAGE Event State File Number: Event Begin Date: 01/01/1900 Event End Date: 01/01/1900 Purpose Type: Sports

Relationship: Brother, Step First Name: Travis Middle Name: Last Name: Kelce Suffix: Request Status Type: COMPLETED

Update Request

Service Information

Clear Service Fields

Service Type: Certified Copy Fee Type: Standard Copies: 1 Status: RECORD NOT FOUND Cost: \$15.00

Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na.
1480696	MARRIAGE	Travis	

SERVICES

RequestID	Event Type	Service Type	Fee Type	Cop...	\$Total	Status	C
1480696	MARRIAGE	Certified Copy	Standard	1	\$ 15.00	RECORD NOT FOUND	Y

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

13. Click on the **Request to Inventory** tab. The service status now shows **RECORD NOT FOUND**.
14. Highlight the Record Not Found service in the Services grid.
15. Enter the Inventory Begin # & Inventory End # used.
16. Click **Use Inventory** Button.
17. A message will appear stating the paper was successfully used. Click **Ok**.

Message from webpage

Successfully used the Inventory Stock 9000001-9000001 and the service BIRTH Certified Copy has been marked as COMPLETED.

Applicant: 1373556

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

Application

Request to Inventory

Mailing

Billing

Reassign Request

Flags

Return & Notes

VPA Returns

Application Status

Applicant Number

1373556

* Date Of Application

09/12/2025



* Application Type

COUNTER

Assigned To Queue

Priority

Normal

VC Order/Tracking #

Identification

Drivers License

Date Received

09/12/2025



Application Status

COMPLETED

Date Completed

09/12/2025



Completed By

Nichols, Sammui

VC Shipping Type

On the Application tab.

- Change the Application Status to **COMPLETED** by clicking the “X” to clear the field and select **COMPLETED** from the drop down.
- Tab over to the **Date Completed** field and enter the date (MM/DD/YYYY). Then tab to **Completed By** field, which will auto populate the name of the IVES user.
- Click the **Save** button in the upper right corner of the screen.

Search Pending or Processed Applications



From the IVES Home Screen, click **Fee/CAS > Search > Applicant**

On the Search Criteria tab, enter the information into the fields. *The easiest way to search for pending or processed CAS applications is by Date of Application or Applicant Number (CAS Application #).* Click the **Search** button.

Search Criteria

Search Result

Flat View Export

Images: 0 Notes: 0 Display

Group By:

Date Application	Applicant Number	Application Status	Application Date Completed	Date Received	Req or Appl First Name
09/12/2025	1373553	COMPLETED	09/12/2025	09/12/2025	Travis
09/12/2025	1373554	PENDING		09/12/2025	Travis
09/12/2025	1373556	COMPLETED	09/12/2025	09/12/2025	Travis

The search result will show a grid of all applications that meet the search criteria. The grids can be rearranged by highlighting the top column title and dragging it to the desired location. Double-click or click on the **Display** button to open and review the application.

Cancelling a CAS Application

Applicant: 1373564

Image count: 1 Notes count: 0 Alerts: 4 Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Service Information

Clear Service Fields

Clear Service Fields

Service Type: Certified Copy Fee Type: Standard Copies: 0 Status: **CANCELLED** Cost: \$15.00

Update Service Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na	Last
1480943	DEATH	Martha		Wa
1480942	BIRTH	George		We

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$ Total	Status	C
1480943	DEATH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y
1480942	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y

Search To Print Event Record Search To Print Event Record

Inventory Begin #
Inventory End #
Use Inventory Use Inventory

Go to the **Request to Inventory** tab.

- In the Service Information paragraph, change the “**PENDING**” status of the service to “**CANCELLED**”.

Click the **Update Service** button, which will update the Services grid showing the service is cancelled.

Applicant: 1373564

Image count: 1 Notes count: 0 Alerts: 0 Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields

Clear Request Fields

Event Type: DEATH Event State File Number: Event Begin Date: 09/15/2025 Event End Date: 09/15/2025 Purpose Type: Family History

Relationship: Grandchild First Name: Martha Middle Name: Last Name: Washington Suffix:

Request Status Type: **CANCELLED**

Update Request Update Request

- Then highlight and click on the “**Request Status Type**” drop down button in the Request section above. This will auto fill the request information fields.
- Change the status from “**Pending**” to “**Cancelled**” in the Request Status Type field.
- Click the **Update Request** button. This will update the status on the grid.

Payment Information

Payment Date	Payment Type	Check Num	Amount	Applicant ID	Payment ID	Modify Date	Create Date	Retur...
09/13/2025	CHECK	546	\$ 15.00	1373561	1243110	09/13/2025	09/13/2025	

1 - 1 of 1 items

Display

Clear Payment Fields

Clear Payment Fields

Payment Date: 09/13/2025

Payment Amount: \$0.00

Payment Type: CHECK

Check/CC/MO #: 546

Update Payment

Update Payment

Removing the Payment

- Go back to the Application tab, highlight and click on the payment grid.
- Change the **Payment Amount** to a Zero (0000). This is the only box you change in the payment fields.
- **Payment Date and Payment Type can't be removed.**
- Click the **Update Payment** button. This will update the status on the grid.

Applicant: 1373561

Image count: 0 | Notes count: 0 | Alerts: 0 | Save

Application | Request to Inventory | Mailing | Billing | Reassign Request | Flags | Return & Notes | VPA Returns

Application Status

Applicant Number: 1373561

Date of Application: 09/13/2025

Application Type: COUNTER

Assigned To Queue: []

Priority: NORMAL

VC Order/Tracking #: []

Identification: Drivers License

Date Received: 09/13/2025

Application Status: []

Date Completed: []

Completed By: []

VC Shipping Type: []

Applicant Information

First Name: DEREK

Middle Name: []

Last Name: NICHOLS

Company/Agency Name: []

Country: United States

State Name: Iowa

City: []

Address 1: []

- Change the Application Status to **COMPLETED** by clicking the "X" to clear the field, select **COMPLETED** from the drop down.
- Tab over to the **Date Completed** field and enter the date (MM/DD/YYYY). Then tab to **Completed By** field, which will auto populate the name of the IVES user.
- Click the **Save** button in the upper right corner of the screen.

Exchanging Certified Copies – Original CAS Application

NOTE: Users can only exchange certified copies (state or county) issued from their county. DO NOT CHANGE THE TRANSACTION TYPE OF EXCHANGED PAPER TO VOID IN INVENTORY

This process can be initiated on a new Fee/CAS application or from the existing completed CAS application. If multiple copies need to be exchanged, users can only exchange the certificates submitted by the applicant.



From the Home screen, click
Fee/CAS>Search>Applicant

Search Fee/CAS (page 54) to find the original CAS Application & service you are exchanging.

Search (Applicant)

Search Criteria

Search Result

Flat View

Export ▾

Images: 0

Notes: 0

Display

Group By:

Date Application	Applicant Number	Application Status	Application Date Completed	Date Received	Req or Appl First Name
09/12/2025	1373553	COMPLETED	09/12/2025	09/12/2025	Travis
09/12/2025	1373554	PENDING		09/12/2025	Travis
09/12/2025	1373556	COMPLETED	09/12/2025	09/12/2025	Travis

The search result will show a grid of all the applications that meet the search criteria. Double click or click on the **Display** button to open and review the application.

NOTE: You may have more than one result. If that happens, you will need to verify the date and potentially open each request and cross-reference the applicant information at the bottom of the request page for your CAS Application.

Applicant: 1373553

Image count: 0

Notes count: 0

Alerts: 0

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns**Service Information**

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

Exchange

Copies

1

Status

PENDING

Cost

\$0.00

Update Service

Update Service

Request To Inventory tab**Service Information**

- Click the **Clear Service Fields** button.
- Enter Service Type = Certified Copy
- Enter Fee Type = **Exchange**
- Enter # of Copies
- Click **Add New Service** button.

This will add the exchange service to the Service section. **Make sure that the correct service line is highlighted in the Service Information grid.**

Continue the process for printing the certificate, using inventory paper, and completing the application. Follow the steps starting on page 30 of the manual.

Request To Inventory tab**To Exchange a VA Copy**

- Click the **Clear Service Fields** button.
- Enter Service Type = Certified Copy
- Enter Fee Type = **Exchange**
- Enter # of Copies
- Click **Add New Service** button.

This will add the exchange service to the Service section. **Make sure that the correct service line is highlighted in the Service Information grid.**

Continue the process for printing the certificate, using inventory paper, and completing the application. Follow the steps starting on page 30 of the manual.

ACH – Completing Services in IVES

Definition of each status type:

- **PENDING** – service is waiting to be processed.
- **COMPLETED** – service has been processed.
- **CANCELLED** – service has not been processed and never will be.
- **RECORD NOT FOUND** – the record cannot be found by the user attempting the search.
- **FORWARD TO STATE** – service is being forwarded to the state to process because the record is not found or not available to the user.
- **VOID** – service was completed but should now be void because of an error or an issue with the printer, etc. If money was received for the service that was voided, then generally another service will be added to replace it.

Below are the rules that apply to completing a service:

1. When the service status is changed to **COMPLETED** or **RECORD NOT FOUND**, the transaction is applied to the ACH detail table (which means it will be included in the ACH pull).
2. Once a service status is **COMPLETED** or **RECORD NOT FOUND**, the only way to reverse the transaction is to change the status to **VOID**. Once the status is **VOID**, the service cannot be edited.

Example: If something happens during the print process (like the paper rips or the user put the wrong type of paper in), the user will VOID the service and create a new one. There is no need to zero out the number of copies when voiding.

3. Before the service is completed, the status can be changed to **CANCELLED**. CANCELLED services do not appear in the ACH detail table and are not a part of the ACH pull. Once the status is CANCELLED, the service cannot be edited.

ACH – Information

SCHEDULE

See the County Recorder Portal for the current year's ACH schedule.

- Services completed (with a status of COMPLETED or RECORD NOT FOUND) from Tuesday through Monday are included in the following Tuesday ACH file.
- County Recorders have all day Tuesday and until 3:00 pm on Wednesday to VOID a service from the ACH week.
 - Note – A void is the only type of adjustment that can be done on the prior week's services. If the status of a service is changed to anything other than VOID, it will be reflected in the current ACH week rather than the prior ACH week.
- On Wednesday at 3:00 pm the ACH header report is run again to remove any recently voided services.
- The State Vital Records staff has from 3:30 pm to 4:45 pm to enter manual adjustments to the ACH file for any previous ACH pulls that have been verified to be incorrect.
- At 4:45 pm, the ACH file is staged for transfer to the bank.
- The file will be transmitted to the bank overnight on Wednesday, and the ACH transfer is expected to be processed and reflected on Thursday.
- If the County Recorder determines that they were overcharged for a prior ACH week, contact the County Recorder Oversight Manager for further guidance.

DAILY REPORTS

It is recommended to run the following reports on a daily basis in order to detect issues promptly.

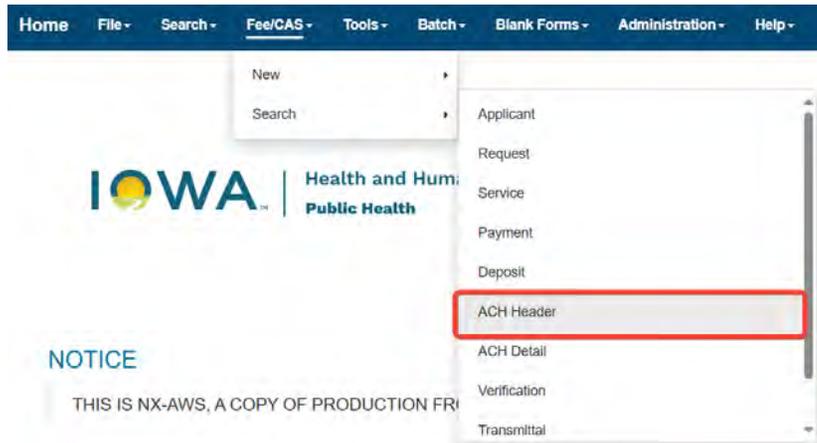
- Payments Totals: This is simply a report of the payments entered into the system between the dates provided
- Service Totals –New: This is a report of the services that were completed (status changed to COMPLETED or RECORD NOT FOUND) between the dates provided.

WEEKLY REVIEW

Once the state has run the weekly process to create the ACH detail file, the ACH transactions are available for the county to view and print. This will help verify that everything is accurate. The county has all day Tuesday and all-day Wednesday (until 3:00 pm) to void any transaction that is incorrect by simply changing the service status to VOID.

- **ACH Header:** This is a printable report of the services that were processed between the dates provided. The parameter dates should be Tuesday through the following Monday. The ACH Date field will be blank until the file is 'finalized' and sent to the bank. This report can also be printed at a later time (at which time the ACH Date field will appear with the date the transaction took place).

ACH Header Report



The details of each week's ACH file are available under the menu **Fee/CAS – Search – ACH Header**

Search (ACH Header)

Search Criteria Search Result

Clear Search

Begin Date of Service

End Date of Service

Owed To State

Deposit Date

Stripoff Date

User Location

User Location Code

Enter criteria for the week desired **OR** users can search to populate a listing for **ALL** ACH periods by entering user county name only without a date.

Search (ACH Header)

Search Criteria **Search Result**

Flat View Export Images: 0 Notes: 0 **Display**

Group By:

Begin Date of Service	End Date of Service	Owed To State	Deposit Date	Stripoff Date	User Location	User Location C
05/09/2017	05/15/2017	10591	05/18/2017	05/17/2017	Polk	CNTY-077
05/16/2017	05/22/2017	10154	05/25/2017	05/24/2017	Polk	CNTY-077
05/23/2017	05/30/2017	9789	06/02/2017	06/01/2017	Polk	CNTY-077

The results will appear either with a single or multiple results, depending on the search. Double-click on the desired ACH period or highlight and click on the **Display** button.

ACH Header: 85429

Image count: 0 Notes count: 0 Alerts: 0 **Save**

ACH County Flags

County Information

User Location Description: Polk User Location Code: CNTY-077

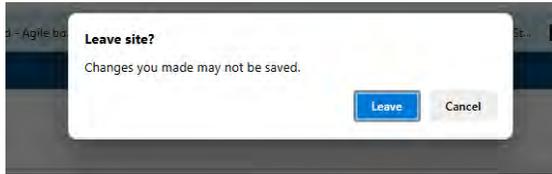
Begin Date of Service: 05/11/2021 End Date of Service: 05/17/2021 Deposit Date: 05/20/2021 Stripoff Date: 05/19/2021

Owed To State: **\$7,295.00** Adjustments are included: N Recalculate Total Print Report

Detail Information (services)

RequestID	First	Last	Completed	Event	Service	FeeType	# Copies	Kept by County	ToState	Total	Adjustm...
1433454	Joshua	Mamanos	05/17/2021 00:00:00	MARRIAGE	Application	Standard	1	4	31	35	N
1433463	Mitchell	Bracker	05/17/2021 00:00:00	MARRIAGE	Application	Standard	1	4	31	35	N
1433472	Tamara	Subotin	05/17/2021 00:00:00	MARRIAGE	Application	Standard	1	4	31	35	N

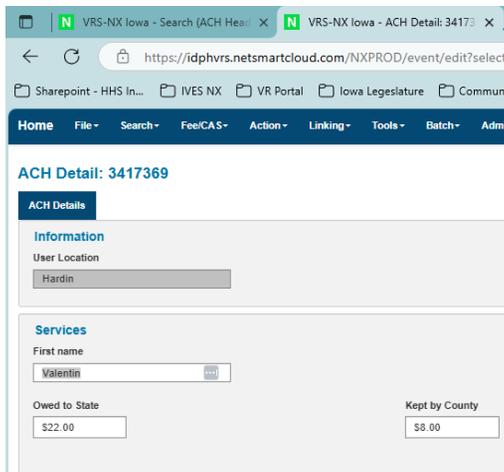
The results will appear with the total amount owed to the state and detail list of the services for the ACH period. Each service can be viewed individually by double-clicking on it.



When double-clicking to view the details of an individual transaction, a prompt to LEAVE will appear.

Click the **Leave** button.

The results will appear with the total amount owed to the state and a detail list of the services for the ACH period.



To exit this screen, close the “X” leaving only one tab open in IVES or click the **HOME** button.

Accounting Reports

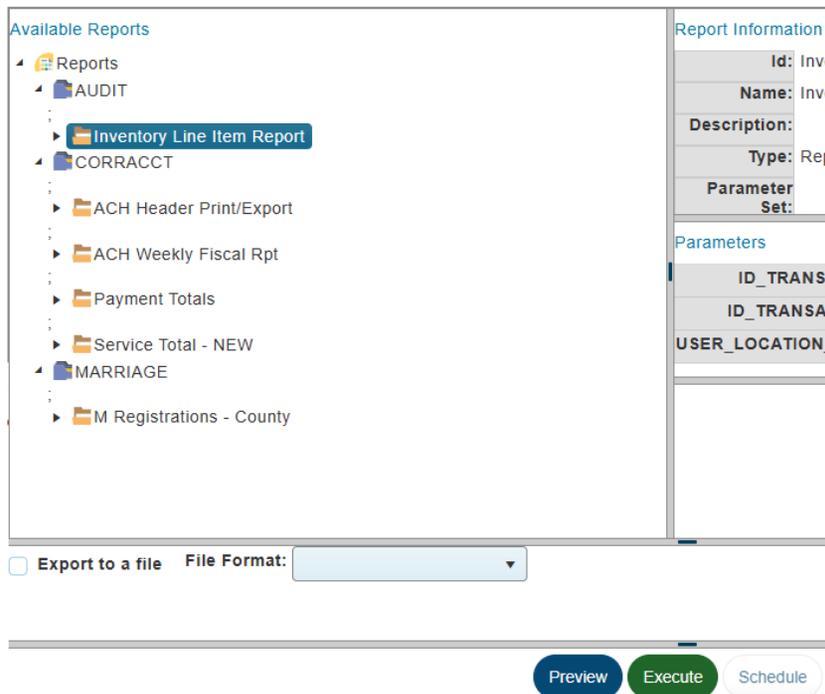


From the Home screen, click **Batch > Reports**

All reports under the AUDIT, CORRACCT and MARRIAGE folders are available for the county to use.

Click on the report. This will open the fields to the right to enter the date range. Some will require the dates to be entered in the form of **mm/dd/yyyy, mm/dd/yyyy** (notice comma separation) and others will need to enter the dates in separate fields.

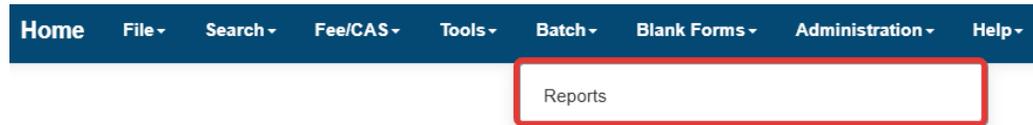
Next, click the **Preview** button. This will bring up the report to allow users to view and print the report.



- **Inventory Line-Item Report** - Users can view all inventory paper that are USE, VOID, RECEIVED, etc.
- **ACH Header Print/Export** – This reports details of service for each week’s ACH file.
- **ACH Weekly fiscal Rpt** – This is a report of the services that were processed during the ACH week.
- **Payment Totals** – This is a report of the payments entered into the IVES system through a CAS Application.
- **Service Total-NEW** – This is a report of the services that were completed (status changed to COMPLETED or RECORD NOT FOUND) during the current ACH week.
- **M Registration-County** – This is a report of all registered marriages.

Inventory Line Item Report

Users can view all inventory papers that are USE, VOID, RECEIVED, etc.



From the Home screen, click **Batch > Reports**

Available Reports

- Reports
 - AUDIT
 - Inventory Line Item Report**
 - CORRACCT
 - MARRIAGE

Report Information

Id: Inventory Line Item Report
Name: Inventory Line Item Report
Description:
Type: ReportBuilder
Parameter Set:

Parameters

ID_TRANS_DATE:
ID_TRANSACTION:
USER_LOCATION_DESC: @USERLOCATION

ID_TRANS_DATE:

Enter date range such as: 07/01/2014,07/15/2014

[Parameter Set](#)

Export to a file File Format:

- Click once on the arrow of the **AUDIT** report. This will give you the Inventory Line-Item Report from the dropdown.
- Click on the **Inventory Line-Item Report**, this will open the fields to the right.
- Click ID_Trans_Date, this will open the field below, enter the date range as: 09/01/2025, 09/15/2025
- Click ID_Transaction, this will open the field below, enter transaction type such as USE, ORDER, RECEIVE, etc.
- Click on **PREVIEW** button to view the report.

ACH Header Print Export

The screenshot shows the software interface for configuring the 'ACH Header Print/Export' report. The navigation menu at the top includes 'Home', 'File', 'Search', 'Fee/CAS', 'Tools', 'Batch', 'Blank Forms', 'Administration', and 'Help'. The 'Batch > Reports' path is highlighted with a red box. In the 'Available Reports' sidebar, 'ACH Header Print/Export' is selected. The 'Report Information' panel on the right displays the following details:

- Id:** ACH Header Print/Export
- Name:** ACH Header Report to print/export
- Description:**
- Type:** ReportBuilder
- Parameter Set:**

The 'Parameters' section contains the following fields:

- Enter Begin Date of Service:** 08/05/2025
- Enter Ending Date of Service:** 08/11/2025
- Enter Begin Date of Service:** 08/05/2025 (with a dialog box containing three ellipses below it)

At the bottom of the parameters section, there is a 'Parameter Set' label and a 'Clear' button. Below the report configuration area, there is an 'Export to a file' checkbox and a 'File Format:' dropdown menu. At the very bottom, there are three buttons: 'Preview', 'Execute', and 'Schedule'.

- From the Home screen, **click Batch > Reports**
- Click once on the **ACH Header Print/Export** report. This will open the fields to the right to enter the Parameters box. **mm/dd/yyyy**
- To set the Parameter Dates, click once in the **Enter Begin Date** field to activate it. Subsequently, a dialog box displaying three ellipses (...) will appear below the **Enter Ending Date of Service Field**. Enter the specific date, then click within the target date field to populate it with the entered value.
- Repeat the above step to enter the **Enter Ending Date**.
- Click on the **PREVIEW** button to view the report.

Netsmart VR PDF Viewer - x +

https://idphvrstest.netsmartcloud.com/NXTEST/report/report?selection=selection%3Dkey%253Ddoc-53ad46f6-e543-442f-ab68-7eca2e5012e7%257Cemail%253Dfalse%257Cprint%253Dtrue%257Csave%253Dtrue%257Cevent%253DACHHEAD...

Send Email

1 of 15

Polk

Begin Date of Service	End Date of Service	Deposit Date	Stripoff Date
05/11/2021	05/17/2021	05/20/2021	05/19/2021
7295	Adjustments Included		
7,295.00	N		

RequestID	First	Last	Completed	Event	Service	Fee Type	Copies	Kept by County	To State	Total	Adj
1335071	Jack	Bush	05/11/2021	MARRIAGE	Certified Copy	No Fee	1	0.00	0.00	0.00	N
1393511	Alicia	Moisa	05/11/2021	MARRIAGE	Certified Copy	No Fee	1	0.00	0.00	0.00	N
1401489	Caitlyn	Haniq	05/11/2021	MARRIAGE	Certified Copy	No Fee	1	0.00	0.00	0.00	N
1402531	Carlos	Lopez-Torres	05/11/2021	DEATH	Certified Copy	Exchange	1	0.00	0.00	0.00	N
1410333	Joni	Brown	05/11/2021	MARRIAGE	Certified Copy	No Fee	1	0.00	0.00	0.00	N
1413593	Perla	Juarez Carbajal	05/11/2021	MARRIAGE	Certified Copy	No Fee	1	0.00	0.00	0.00	N

- To print the report, click on the **Printer** icon in the upper right corner of the window.
- Once the record is printed, close the tab to go back to the **Available Reports**.

ACH Weekly Fiscal Report

This is a report detailing the services processed during the ACH week, including certified copies of birth, death, and marriage records, as well as marriage applications. This report provides a detailed breakdown of the allocated amounts. To calculate the total amount to be transferred via ACH, add the sum of the VR, GF, ME, and MLGF totals. "Total received" represents the total revenue collected by the county for this ACH transaction. "County remains" indicates the amount retained by the county after applicable deductions.

The screenshot displays the software's navigation menu at the top, with 'Batch' and 'Reports' highlighted. Below, the 'Available Reports' list on the left shows 'ACH Weekly Fiscal Rpt' selected. The right-hand pane, titled 'Report Information', shows details for the selected report, including its ID, name, description, and type. The 'Parameters' section is highlighted with a red box, containing input fields for the start and end dates of service, a 'Parameter Set' label, and a 'Clear' button. At the bottom, there are 'Preview', 'Execute', and 'Schedule' buttons.

- From the Home screen, **click Batch > Reports**
- Click once on the **ACH Weekly Fiscal Rpt**. This will open the fields to the right to enter the Parameters box. **mm/dd/yyyy**

The screenshot shows a software interface for configuring a report. On the left, a tree view under 'Available Reports' shows a hierarchy: Reports > CORRACCT > ACH Weekly Fiscal Rpt. The main area is split into two panels. The top panel, 'Report Information', displays: Id: ACH Weekly Fiscal Rpt, Name: Ach Weekly Fiscal Report, Description: (empty), Type: ReportBuilder, and Parameter Set: (empty). The bottom panel, 'Parameters', contains two input fields: 'Enter Begin Date of 08/05/2025' with 'Service:' below it, and 'Enter ending date of 08/11/2025' with 'service:' below it. Below these is a date picker for 'Enter ending date of service:' showing '08/11/2025'. At the bottom of the parameter section are 'Parameter Set' and 'Clear' buttons. Below the main interface is an 'Export to a file' checkbox and a 'File Format:' dropdown. At the very bottom, three buttons are visible: 'Preview' (highlighted with a red box), 'Execute', and 'Schedule'.

- To set the Parameter dates, click once in the **Enter Begin Date** field to activate it. Subsequently, a dialog box displaying three ellipses (...) will appear below the **Enter Ending Date of Service Field**. Enter the specific date, then click within the target date field to populate it with the entered value.
- Repeat the above step to enter the **Enter Ending Date**.
- Click on the **PREVIEW** button to view the report.

Company Description: County VR Enter Begin Date of Service equal 08/01/2025 ADH Date: 08/14/2025
 Enter ending date of service equal 08/11/2025
 USRR_LOCATION_DRSC equal Header

Birth		Copies	VR	GF	MB	MLGF	Total Received	County Retains
BIRTH	Certified Copy	9	\$72.00	\$27.00	\$0.00	\$0.00	\$135.00	\$36.00
DEATH	Certified Copy	10	\$80.00	\$20.00	\$0.00	\$0.00	\$100.00	\$40.00
MARRIAGE	Application	2	\$26.00	\$6.00	\$0.00	\$36.00	\$75.00	\$8.00
MARRIAGE	Certified Copy	5	\$40.00	\$15.00	\$0.00	\$0.00	\$75.00	\$20.00
County Total		26	\$198.00	\$68.00	\$30.00	\$36.00	\$430.00	\$104.00
All Counties		26	\$198.00	\$68.00	\$30.00	\$36.00	\$430.00	\$104.00

- To print the report, click on the **Printer** icon in the upper right corner of the window.
- Once the record is printed, close the tab to get back to the **Available Reports**.

Payment Totals

This is a report of the payments entered into IVES. This report can be run for an individual day or week.

The screenshot displays the IVES system's report configuration interface. At the top, a navigation bar includes 'Home', 'File', 'Search', 'Fee/CAS', 'Tools', 'Batch', 'Blank Forms', 'Administration', and 'Help'. A red box highlights the 'Reports' option under the 'Batch' menu. Below this, the 'Available Reports' tree on the left shows 'Payment Totals' selected. The 'Report Information' panel on the right shows details for the 'Payment Totals' report, including its ID, name, description, and type. The 'Parameters' section contains fields for 'Payment Dates' (08/05/2025, 08/05/2025) and 'User Location' (@USERLOCATION_DESC). A red box highlights the 'Payment Dates' field, which includes a calendar icon. Below the field, a note states: 'Enter a range of Payment dates separated by a comma.' A 'Parameter Set' button and a 'Clear' button are also visible. At the bottom, a red box highlights the 'Preview' button, with 'Execute' and 'Schedule' buttons also present.

- From the Home screen, **click Batch > Reports**
- Click once on the **Payment Totals** report. This will open the fields to the right to enter the Parameters box. **mm/dd/yyyy, mm/dd/yyyy.**
- To set the Parameter/Payment Dates, click once in the **Payment Dates** field to activate it. Subsequently, a dialog box displaying three ellipses (...) will appear below the **Payment Dates** field. Enter the specific date, **mm/dd/yyyy, mm/dd/yyyy**, then click within the target date field to populate it with the entered value.
- Click on the **PREVIEW** button to view the report.

Payment Totals Date & Time Printed: 6/10/2025 9:10:46 AM
 Payment Dates between 06/01/2025, 06/05/2025
 User Location equal Hendri 1 of 1

Operator	celestine			
Type Payment	Amount	Check Num	Request Name	
CASH	\$15.00		John	Shop
Total: CASH	\$15.00			
Type Payment	Amount	Check Num	Request Name	
CHECK	\$60.00	028532	Linka	Chim
Total: CHECK	\$60.00			
Total For: celestine	\$75.00			
Grand Total For All:	\$75.00			
Count:	2			

- To print the report, click on the **Printer** icon in the upper right corner of the window.
- Once the record is printed, close the tab to get back to the **Available Reports**.

Report – Service Total -NEW

This is a report of the services that were completed (status changed to COMPLETED or RECORD NOT FOUND) during the current ACH week.

Home File Search Fee/CAS Tools Batch Blank Forms Administration Help

Reports

Completed Services Totals (This may not be a personal ACH transaction)
Report Date Range: Between 08/06/2025 - 08/06/2025
UMF Location: 040410401

Location: HARDIN	Category	Copies	Fee	Date	Limit
DEATHS	Certified Copy	1	\$65	\$44	\$16
MARRIAGE	Certified Copy	1	\$15	\$11	\$4
Total For Location:		1	\$79	\$55	\$20
All Locations		1	\$79	\$55	\$20

- To print the report, click on the **Printer** icon in the upper right corner of the window.
- Once the record is printed, close the tab to get back to the **Available Reports**.

M Registration - County

This is a report of all registered marriages. Marriage shows up on this report when the Marriage Return tab is completed in IVES. County Recorder Offices need to confirm that if there is a marriage listed on this report, there is a Certificate of Marriage to send to the State Vital Records Office.

The screenshot displays the IVES system's main menu and report configuration interface. The top navigation bar includes 'Home', 'File', 'Search', 'Fee/CAS', 'Tools', 'Batch', 'Blank Forms', 'Administration', and 'Help'. A red box highlights the 'Reports' link under the 'Batch' menu. Below the menu, the 'Available Reports' section shows a tree view with 'M Registrations - County' selected. The 'Report Information' panel on the right shows details for the selected report, including its ID, Name, Description, and Type. The 'Parameters' section includes fields for 'Filing County of Marriage' and 'Filing Date'. A 'Clear' button is located below the parameters. At the bottom of the interface, there are 'Preview', 'Execute', and 'Schedule' buttons, along with an 'Export to a file' checkbox and a 'File Format' dropdown menu.

- From the main menu on the Home page, click **Batch > Reports**
- From the list of Available Reports, click the MARRIAGE arrow dropdown.
- Click M Registrations – County
- *This action will open up the Report Information and the Parameters.*

Available Reports

- Reports
 - AUDIT
 - CORRACCT
 - MARRIAGE
 - ⋮
 - M Registrations - County

Report Information

Id:	M Registrations - County
Name:	M Registrations - County
Description:	M Registrations - County
Type:	ReportBuilder
Parameter Set:	

Parameters

Filing County of Marriage:	@USERLOCATION_DESC
Filing Date:	05/05/2025,08/11/2025

Filing Date: 05/05/2025,08/11/2025 ⋮

Enter a range of dates such as: 01/01/2018,06/30/2018

Parameter Set

Clear

Export to a file **File Format:** ▼

Preview
Execute
Schedule

- Click on the **Filing Date** field. This will open the Filing Date field.
- Enter the **Filing Date**:
 - Enter the ACH Period in the designated field. Users must use the correct format as indicated in the instructions listed below the field. The example shows 01/08/2019,01/14/2019
- Click the **Preview** button.



POLK COUNTY Iowa Polk
 Filing Date between 12/01/2020 12/31/2020
Marriage Registrations
 STATE OF IOWA
 IOWA DEPARTMENT OF PUBLIC HEALTH
 Via Date: 12/08/2020

FILING DATE	DATE OF MARRIAGE	COUNTY	STATE FILE NO.	PARTY A - LAST NAME	PARTY A - FIRST NAME	PARTY B - LAST NAME	PARTY B - FIRST NAME
12/08/2020	12/08/2020	Polk	-	Teel	Teel	Teeling	Teeling
12/07/2020	12/01/2020	Polk	2020-000098	Dou	Stoody	Prouder	Lady
12/10/2020	12/10/2020	Polk	2020-000102	Frozen	Etha	Smith	King
12/15/2020	12/15/2020	Polk	2020-000103	Smith	Jared	Prump	Hannelle
12/15/2020	12/15/2020	Polk	2020-000104	Abc	Abc	Ebb	Aaa
12/15/2020	12/15/2020	Polk	2020-000105	Cowboy	Woody	Pweep	Boo
12/15/2020	12/15/2020	Polk	2020-000106	Jordan	Robert	Reylisa	Kimmy
12/28/2020	12/27/2020	Polk	2020-000108	Hermann	Michael	Crumer	Sarah
12/28/2020	12/28/2020	Polk	2020-000109	Jones	Taylor	Conson	Shelby

Total Number Filed: 9
 Page 1 of 1

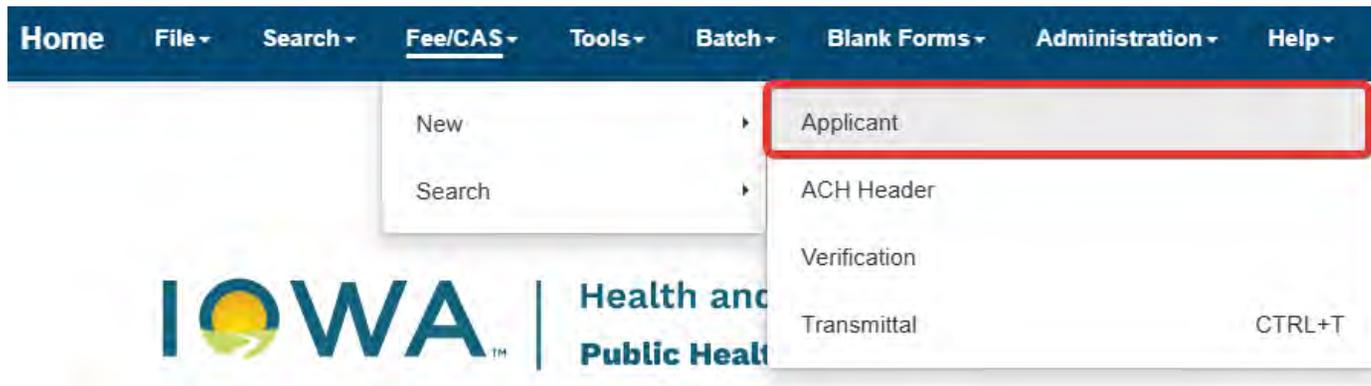
The Marriage Registrations report will appear. Click the print icon located in the upper right corner of the screen.

- This report should accompany the original certificate of marriage that is mailed to the State.
- All marriages listed on this report should have an original certificate of marriage in the envelope being mailed to the State.

Forward To The State Request

There will be situations where a Non-IVES record cannot be found/printed at the county level. There are many reasons that this could happen (sealed record or single-parent birth prior to availability in IVES). In addition, a forward to state request may be one request within an application that contains multiple requests.

Instructions for creating 2 services in the service screen (Record Not Found and Forward to State)



On the Home Page, click **Fee/CAS > New > Applicant**

Applicant: New

Image count: 0 Notes count: 0 Alerts: 0 Previous Event Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Application Status

Applicant Number: [Text Field]
 Date of Application: 04/14/2025 [Calendar Icon]
 Application Type: [Dropdown Menu]
 Assigned To Queue: [Dropdown Menu]
 Priority: NORMAL [Dropdown Menu]
 VC Order/Tracking #: [Text Field]

Identification: [Dropdown Menu]
 Date Received: [Calendar Icon]
 Application Status: PENDING [Dropdown Menu]
 Date Completed: [Calendar Icon]
 Completed By: [Text Field]
 VC Shipping Type: [Dropdown Menu]

Applicant Information

First Name: [Text Field] Middle Name: [Text Field] Last Name: [Text Field] Company/Agency Name: [Dropdown Menu]
 Country: United States [Dropdown Menu] State Name: Iowa [Dropdown Menu] City: [Dropdown Menu] Address 1: [Text Field]
 Address 2: [Text Field] Zipcode: [Text Field] Zip + 4: [Text Field] Phone - Primary: [Text Field] Fax - If Applicable: [Text Field]
 Email: [Text Field] Email CAS Status: [Text Field] Email CAS Status: [Text Field]
 Is Applicant Address Same As Mailing?

Total \$ Charged: \$0.00 Total \$ Paid: \$0.00 Amount Due: \$0.00

Application tab:

- Enter the **Application Type**, the **Identification** and the **Date Received**.
- Tab to the Applicant Information paragraph, enter the First, Middle (if applicable) and Last Name, State, City, Address, and zip code. Enter email address or phone number if provided.
- Click the **Save** button.
- A dialog message will appear, "The record saved successfully". Click **Ok** button.
- **Note:** Leave the Application Status as **PENDING** to ensure the order remains in the CAS Request Pending Work Queue. Once the State receives the order, the application status will be updated to **HOLD** for further processing, resulting in the order being removed from the CAS Request Pending Work Queue.

Payment Information

Payment Date	Payment Type	Check Num	Amount	Applicant ID	Payment ID	Modify Date	Create Date	Retu...
No items to display								

Display

Initialize Payment

Initialize Payment

Payment Date

Payment Amount

Payment Type

Check/CC/MO #

Add Payment

Adding Payment

Click the **Initialize Payment** button. The Payment Date will pre-populate. It also changes the button to **Clear Payment Fields**.

- Enter the Payment Amount.
- Choose the Payment Type, enter Check Number (if applicable).
- Click the **Add New Payment** button. The payment grid will reflect the payment.

The system will take you to the **Request to Inventory** Tab.

Applicant: 1373562

Image count: 0

Notes count: 0

Alerts: 0

Save

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns**Request Information**

Initialize Request Fields

Initialize Request Fields

Event Type

Event State File Number

Event Begin Date

Event End Date

Purpose Type

Relationship

First Name

Middle Name

Last Name

Suffix

Request Status Type

Add New Request

Add New Request

Next, add the **Request Information**.

- Click the **Initialize Request Fields** button; this will clear and open the fields. It also changes the button to **Clear Request Fields**.
- Enter the following:
 - **Event Type**
 - **Event Begin Date**
 - **Event End Date** (if different from begin date)
 - **Purpose Type**
 - **Relationship** (If the relationship is “self,” the system will auto-fill the name of the applicant from the application)
 - **First, Middle** (if applicable) and **Last Name**.
- Click the **Add New Request** button. The request will populate in the grid on the **REQUESTS** Section on the bottom of the page.

Note: If the State File Number is available, enter it and the system will auto-fill the **Event Date, Middle** (if applicable) and **Last Name**.

Service Information

Initialize Service Fields

Initialize Service Fields

Service Type

Fee Type

Copies

Status

Cost

Add New Service

Add New Service

Next, add the **Service Information**.

- Click the **Initialize Service Fields** button. This will clear and open the fields. It also changes the button to **Clear Service Fields**.
- Enter the following: Service Type, Fee Type and Number of Copies
- Click the **Add New Service** button. The service will populate in the grid in the Service Section on the bottom of the page.

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

Standard

Copies

1

Status

CANCELLED
COMPLETED
FORWARD TO STATE
PENDING
RECORD NOT FOUND
VOID

Cost

\$15.00

Update Service

Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle Na...	Las
1480939	BIRTH	Enn		Swi

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C.
1480939	BIRTH	Certified Copy	Standard	1	\$ 15.00	PENDING	Y.

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

- **Manually** change the “**PENDING**” status to “**RECORD NOT FOUND**” (*This ensures that the county keeps their split of the service fee*).
- Click the **Update Service** button. This updates the status on the Services grid.

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

No Fee

Copies

1

Status

PENDING

Cost

\$0.00

Update Service

Update Service

Requests/Services/Inventory Information

REQUESTS

SERVICES

RequestID	Event	First Name	Middle Na...	Last
1480939	BIRTH	Erin		Swi

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C
1480939	BIRTH	Certified Copy	Standard	1	\$ 15.00	RECORD NOT FOUND	Y..
1480939	BIRTH	Certified Copy	No Fee	1	\$ 0.00	PENDING	Y.

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

Next, create a **Second Service.**

- Click the **Clear Service Fields** button.
- Enter or choose from the dropdown:
 - Service Type: Certified Copy
 - **Fee Type – No Fee**
 - Enter # of Copies
- Click the **Update Service** button. The service will populate in the grid in the Service Section.

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Certified Copy

Fee Type

No Fee

Copies

1

Status

FORWARD TO STATE

CANCELLED

COMPLETED

FORWARD TO STATE

PENDING

RECORD NOT FOUND

VOID

Cost

\$0.00

Update Service

Update Service

Requests/Services/Inventory Information

REQUESTS

SERVICES

RequestID	Event	First Name	Middle Na...	Last
1480939	BIRTH	Erin		Swi

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C.
1480939	BIRTH	Certified Copy	Standard	1	\$ 15.00	RECORD NOT FOUND	Y..
1480939	BIRTH	Certified Copy	No Fee	1	\$ 0.00	FORWARD TO STATE	Y..

Search To Print Event Record

Search To Print Event Record

Inventory Begin #

Inventory End #

Use Inventory

Use Inventory

- Next, highlight and click on the pending services grid located in the Service Section. *This will auto-fill the request information fields.*
- **Manually** change the “PENDING” status to “FORWARD TO STATE”.
- Click the **Update Service** button. The service will populate in the grid in the Service Section.
- Attach the application (refer to the Scan & Attach process in the manual page 84).

Applicant: New

Application Request to Inventory **Mailing** Billing Reassign Request Flags Return & Notes

Image count: 0 Notes count: 0 Alerts: 0 Save

Mailing Information

First Name

Last Name

Company/Agency Name

Address 1

Address 2 - Optional

Country

Country Code

State

State

City

Zipcode

Zip + 4

Clear Mailing Address

Mail was returned

Returned Mail Notes

Next, click on the **Mailing** tab.

- Enter the following: First Name, Last Name, Address 1, State, City and Zip code. (This address must correspond with the address listed in the applicant tab.)

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help 1416 Save

Applicant: 1373562 Image count: 0 Notes count: 0 Alerts: 0 Save

Application Request to Inventory Mailing Billing **Reassign Request** Flags Return & Notes VPA Returns

Assignments

Reassign Request to this Location

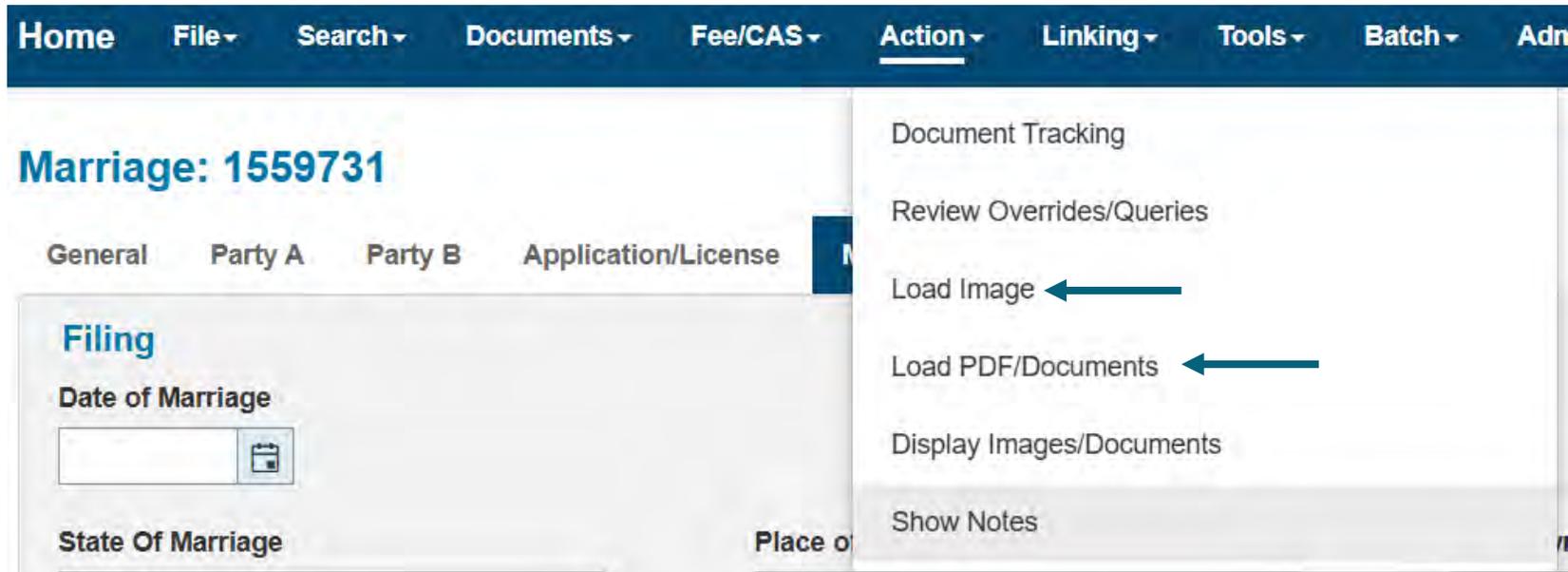
Location Code Assigned

Next, click on the **Reassign Request** tab.

- Select **“Central Location”** from the Reassign Request to this Location dropdown.
- Click the **Save** button. The forwarded request will appear in the State Office work queue to be completed.
- Click the **‘X’** on the tab to close out of IVES NX or click on the **Home** button to continue working in IVES NX.

Scan & Attach Image/Documents

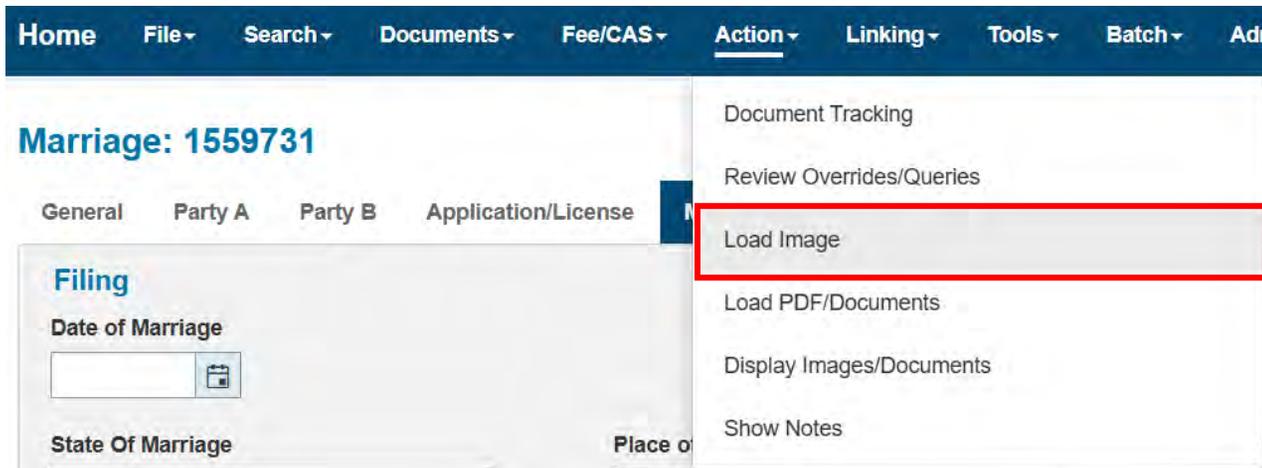
Image/Documents can be attached to any CAS application, marriage record, or correction request.



Select one of the 2 options:

1. **Load Image:** If you have a scanner that routes it to a file document requiring you to save it as a file, use this option.
2. **Load PDF/Documents:** If you have a scanner that requires you to save it as a PDF or Word Document, use this option. ***This is the best option.***

OPTION 1: Load Image (If you have a scanner that requires you to save it as an image, use this option.)



- Scan the application and supporting documentation (if applicable) through your scanner, which will require you to save the Image as a **jpeg or tiff** on your computer.
- On the CAS application, marriage event or current correction, go to the menu and click **Actions > Load Image**

The 'Load Image' dialog box is shown with a dark blue header and a white body. It contains a 'Description:' field with the text 'Application' entered. Below it is a 'Locate File:' field with a 'Browse' button to its right. At the bottom of the dialog, there are two buttons: 'OK' (blue) and 'Cancel' (red).

The Load Image screen will appear.

- Enter a description for the types of documentation, such as Application, Marriage Application, Marriage Certificate, etc.
- Click the **Browse** button.

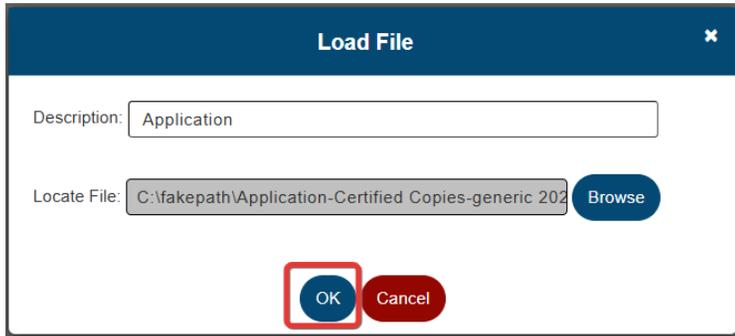
← → ↑ > This PC > Desktop Search Desktop

Organize New folder

Name	Status	Date modified
Certificate.tif	✓	9/14/2025 7:07 PM
HHS Style Colors.PNG	✓	7/3
Birth Worksheets07152025083225.jpg	✓	7/1
IVES TEST	✓	8/7
Forms - Shortcut	✓	10/
Items to Update	✓	9/2
Resource PDF	✓	9/2
Training	✓	9/2
Travel	✓	9/23/2022 9:27 AM
Correction.jpg	✓	6/27/2022 11:16 AM
Vital Images	✓	3/11/2020 3:09 PM
FAX	✓	7/15/2019 10:21 AM
Adobe Acrobat	✓	9/15/2023 11:32 AM

File name: Certificate.tif Image files (*.tiff;*.jfif;*.bmp;*.p...
Upload from mobile Open Cancel

- On the open screen, find the saved image file. Click on the image file, which will filter into the **“File name”** field.
- Click on the **“Open”** button. This will take the user back to the Load Image screen

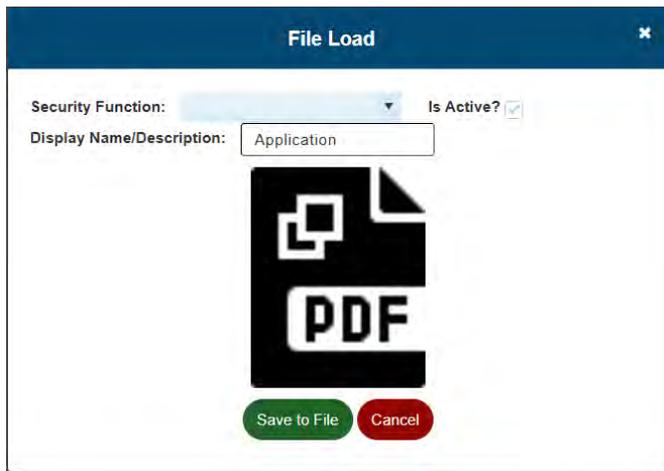


Load File ✕

Description:

Locate File:

- The file name appears in the Load File screen.
- Click the **OK** button.



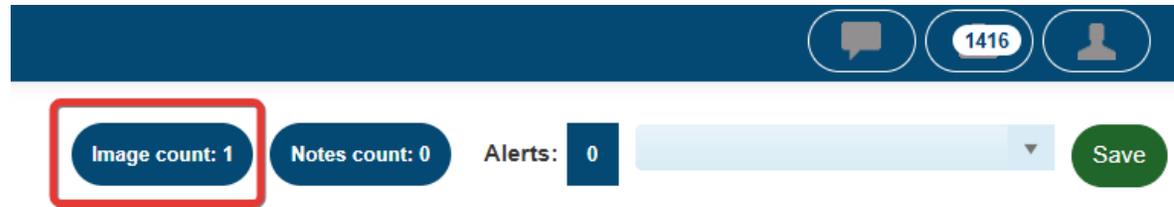
File Load ✕

Security Function: Is Active?

Display Name/Description:



- The File Load screen will appear.
- Click the **Save to File** button.



- The **Image Count** icon located in the top corner of the page will reflect the attached document.
- To view the image, double-click on the **Image Count** icon.
- The Image/Documents will display, double-click on the document, or click the **View** button.



Image Editor

Zoom
 Allow users to view the image at a closer range.

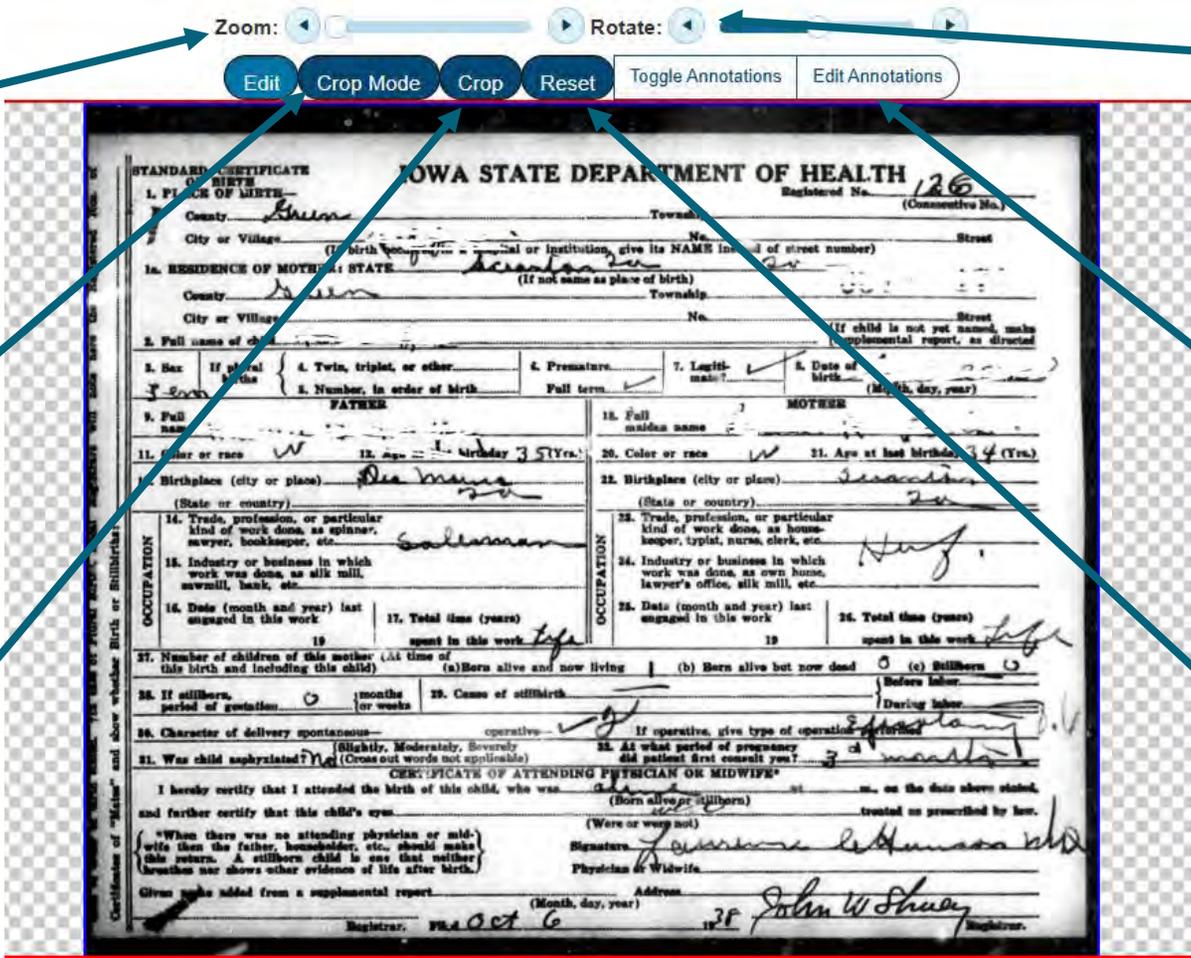
Crop Mode
 Allows users to change the view of the image.

Crop
 Allows users to crop when all the edits are complete.

Rotate
 Allow users to rotate the image.

Edit Annotations
 Allow users to redact the image.

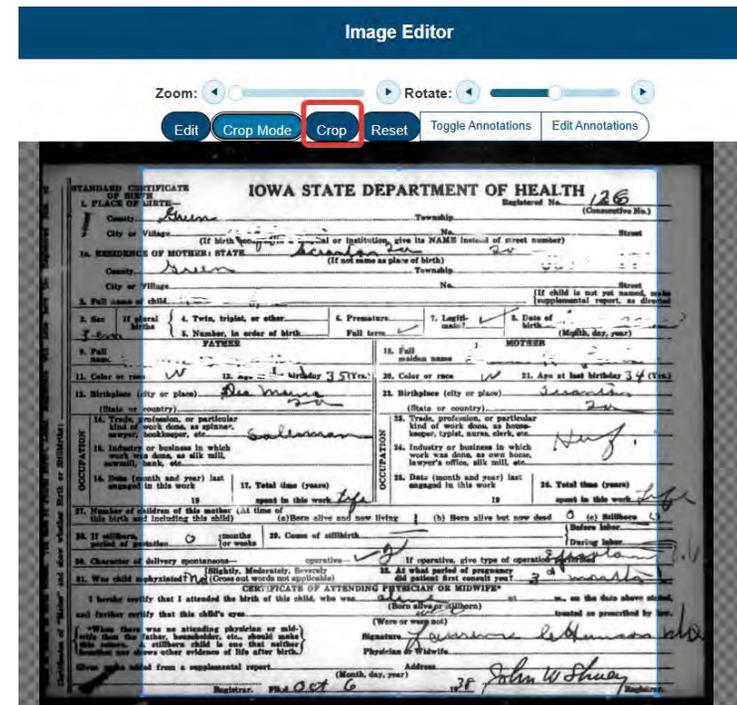
Reset
 Reverts back to the original image.



Editing Images – Crop & Rotate an Image



1. Click the **Crop Mode** button.
2. Move and drag the crop screen sides and corners until it frames the image.
3. If the image needs to be rotated, click on the “Rotate” arrows or the “Rotate” slide bar to tilt the image. If not, then go to step 4.
4. Then click on the **Crop** button.



OK Cancel

Image Editor

Reset Toggle Annotations Edit Annotations

CERTIFICATE OF BIRTH
IOWA STATE DEPARTMENT OF HEALTH
 Registered No. 126
 (Community No.)

Name: Brown Township: _____
 Village: _____ No. _____ Street _____
 (If birth occurred in a hospital or institution, give its NAME instead of street number)

FATHER: _____ MOTHER: _____
 (If not same as place of birth) (If not same as place of birth)

Sex: _____ Age at last birthday: 34
 (If child is not yet named, a supplemental report, as directed)

4. Twin, triplet, or other: _____ 5. Premature: _____ 6. Length: _____ 7. Date of birth: _____
 (Month, day, year)

8. Number, in order of birth: _____ Full term: 9. Date of birth: _____
 (Month, day, year)

FATHER: _____ MOTHER: _____
 10. Full maiden name: _____ 11. Age at last birthday: 34
 12. Sex: Female 13. Color or race: W 14. Birthplace (city or place): Des Moines
 (State or country)

15. Trade, profession, or particular kind of work done, as spinner, bookkeeper, typist, nurse, clerk, etc. _____
 16. Industry or business in which work was done, as own home, lawyer's office, silk mill, etc. _____

17. Total time (years) spent in this work: _____ 18. Total time (years) spent in this work: _____

19. Cause of stillbirth: _____ 20. At what period of pregnancy did patient first consult you? _____
 (Slightly, Moderately, Severely) (Cross out words not applicable)

CERTIFICATE OF ATTENDING PHYSICIAN OR MIDWIFE: _____
 I, _____, on the date above stated, attended the birth of this child, who was _____ (Born alive or stillborn) treated as prescribed by _____ (Wife or next of kin) _____
 Signature of Physician or Midwife: _____
 Physician or Midwife: _____

Address: _____
 (Month, day, year) _____

Registered: PR Oct 6

OK Cancel

5. Preview of the cropped image. Click the **OK** button. Users can click on the **Reset** button to undo any changes.

6. Once the final image is ready, click the **Printer** button.

114-2025-000001

CERTIFICATE OF BIRTH
IOWA STATE DEPARTMENT OF HEALTH
 Registered No. 126
 (Community No.)

Name: Brown Township: _____
 Village: _____ No. _____ Street _____
 (If birth occurred in a hospital or institution, give its NAME instead of street number)

FATHER: _____ MOTHER: _____
 (If not same as place of birth) (If not same as place of birth)

Sex: _____ Age at last birthday: 34
 (If child is not yet named, a supplemental report, as directed)

4. Twin, triplet, or other: _____ 5. Premature: _____ 6. Length: _____ 7. Date of birth: _____
 (Month, day, year)

8. Number, in order of birth: _____ Full term: 9. Date of birth: _____
 (Month, day, year)

FATHER: _____ MOTHER: _____
 10. Full maiden name: _____ 11. Age at last birthday: 34
 12. Sex: Female 13. Color or race: W 14. Birthplace (city or place): Des Moines
 (State or country)

15. Trade, profession, or particular kind of work done, as spinner, bookkeeper, typist, nurse, clerk, etc. _____
 16. Industry or business in which work was done, as own home, lawyer's office, silk mill, etc. _____

17. Total time (years) spent in this work: _____ 18. Total time (years) spent in this work: _____

19. Cause of stillbirth: _____ 20. At what period of pregnancy did patient first consult you? _____
 (Slightly, Moderately, Severely) (Cross out words not applicable)

CERTIFICATE OF ATTENDING PHYSICIAN OR MIDWIFE: _____
 I, _____, on the date above stated, attended the birth of this child, who was _____ (Born alive or stillborn) treated as prescribed by _____ (Wife or next of kin) _____
 Signature of Physician or Midwife: _____
 Physician or Midwife: _____

Address: _____
 (Month, day, year) _____

Registered: PR Oct 6

This is to certify that this is a true and correct reproduction of the original record as recorded in the state, issued upon the authority of Chapter 144, Code of Iowa. The copy is not valid unless prepared on original paper displaying color and seal approval of the Registrar or Designer.

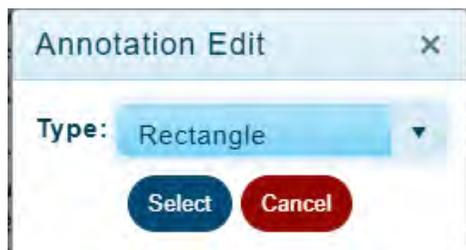
Redacting Image



1. Click the “**Edit Annotations**” button.

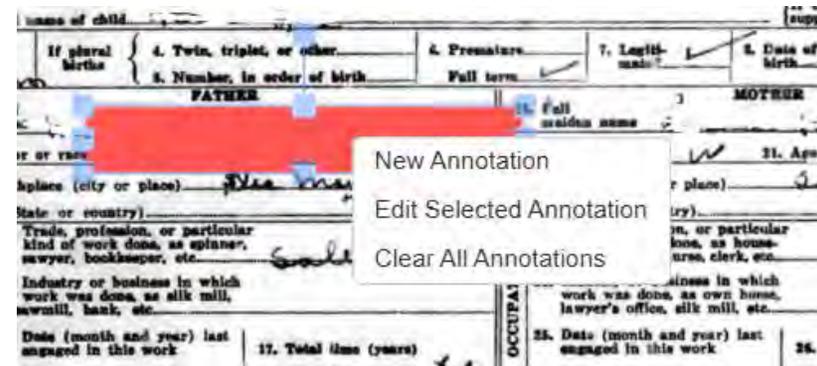


2. The Annotation Editor Screen appears. Right-click on the mouse and click “**New Annotation**”.



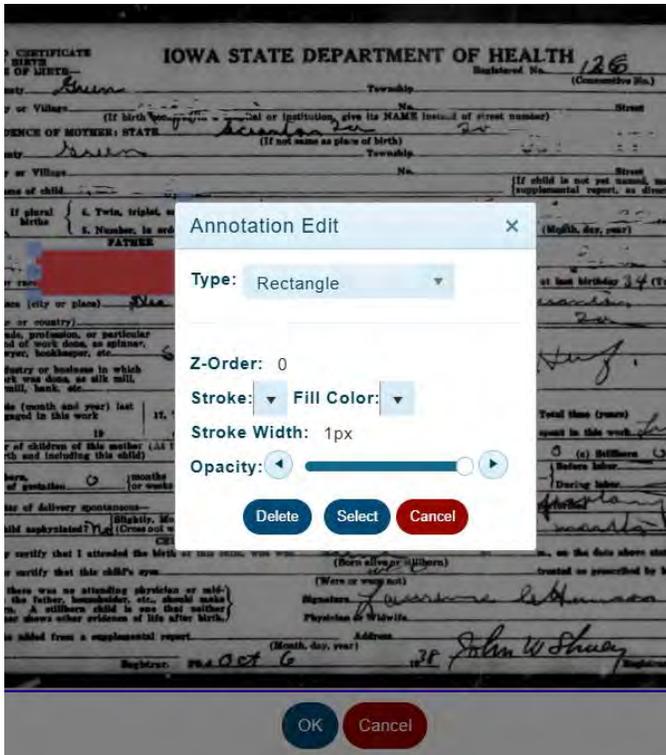
3. The Annotation Edit dialog box appears. Choose “**Rectangle**” from the Type dropdown box.

4. Click the **Select** button

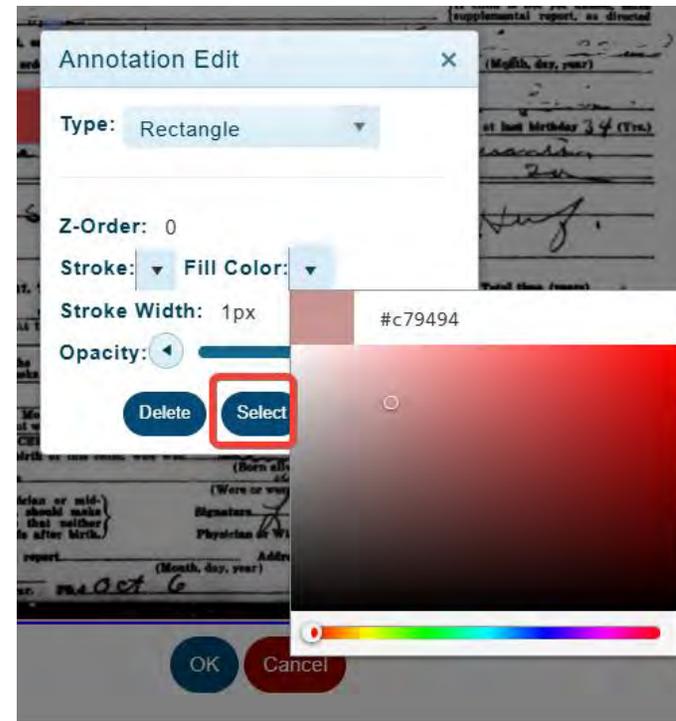


5. Move the rectangle to the location that requires redacting. Drag the sides and corners of the rectangle to cover the area.

6. Then right click on the mouse and click “**Edit Selected annotation**”.



7. Click on the “**Fill Color**” dropdown.



8. The color palette appears. Click on the color palette, which will display a small circle.

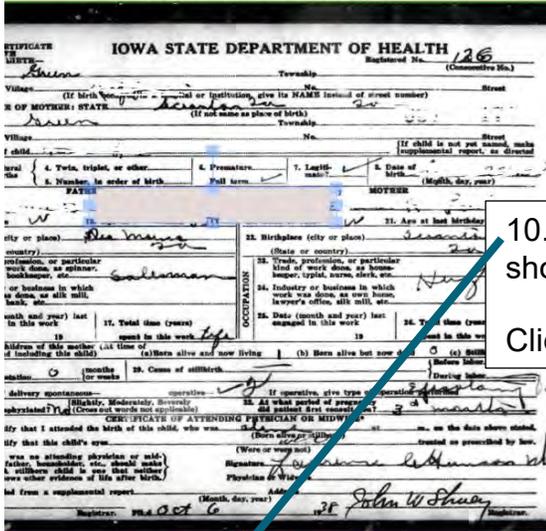
Click on the circle and drag it to the desired color.

Note: the color white is in the upper left-hand corner, #ffffff, and the color black is in the lower bottom left-hand corner, #000000

9. Next click out of the color palette and click the **Select** button.

Annotation Editor

Right-mouse click to show popup menu.

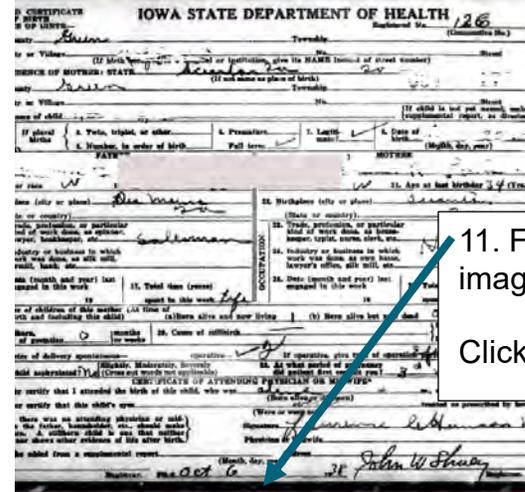


10. Preview of the image showing the redaction.

Click the **OK** button.

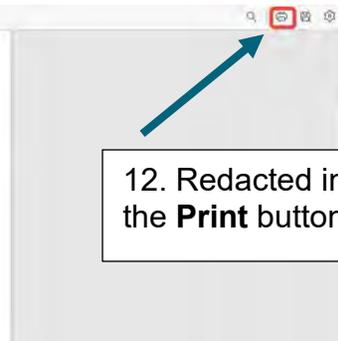
Image Editor

Zoom: [slider] Rotate: [slider]



11. Final view of the redacted image.

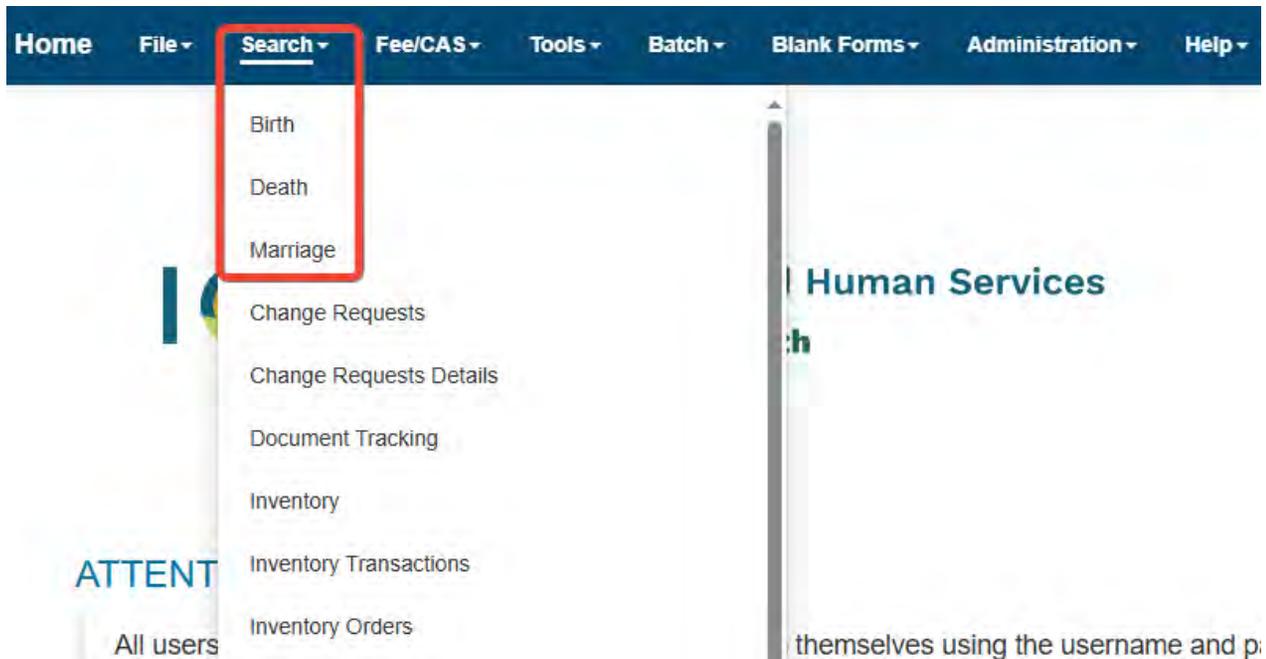
Click the **OK** button.



12. Redacted image ready to print. Click the **Print** button.

Plain Paper Copy of a Vital Record

Counties can only print a plain paper copy of a birth, death, or marriage record that is within their county jurisdiction. No CAS Application is required to print a plain paper copy. The county retains any fees associated with plain paper copies.



1. From the Home page, click **Search > [Pick Event Type]**

Search (Birth)

Search Criteria Search Result

Clear Search

Birth ID	SFN	
Child's First	Child's Middle	Child's Last
Child's Suffix	Child DOB	County of Birth
Mother's First	Mother's Last	Alert Count
Spouse's First	Spouse's Last	Date Created
State Staff ONLY	Issue Registrant Only	Date Occurred
Date Filed	Date Modified	

2. Enter the information into the fields. Click the **Search** button.

Home File ▾ Search ▾ Documents ▾ Fee/CAS ▾ Action ▾ Tools ▾ Batch ▾ Administration ▾ Help ▾

Birth: 3191879

Documents ▾ B Plain Paper Copy

Child Mother Mother pg 3 Spouse Fees & Completion Flags

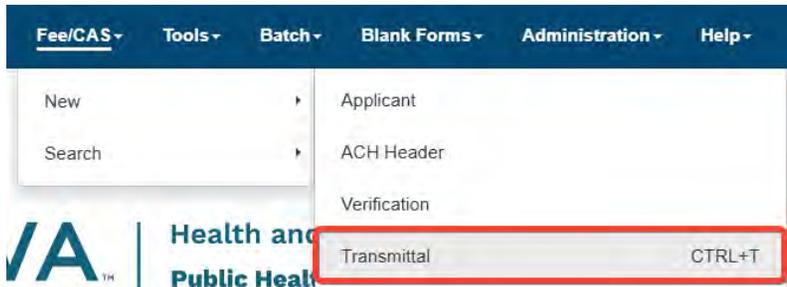
3. The record will display. Click **Documents > Documents > [Type of Plain Paper Copy]**
This transaction does not require a CAS service.

Transmittal Organization

The screenshot shows a web application interface for 'Transmittal Organization'. At the top, there is a navigation bar with a menu: Home, File, Search, Documents, Fee/CAS, Action, Tools, Batch, Administration, and Help. On the right side of the navigation bar, there are icons for a chat bubble, a user profile, and a notification bell. Below the navigation bar, there are several callout boxes with arrows pointing to specific elements: 'Main' points to the navigation bar; 'Tab' points to the 'Weekly Transmittal' tab; 'Image count' points to a button labeled 'Image count: 0'; 'Notes' points to a button labeled 'Notes count: 0'; 'Record' points to the 'Transmittal: New' section; 'Fields' points to the 'Week Begin Date' and 'Week End Date' input fields; 'Not applicable for entry (grayed)' points to the 'County' dropdown menu which is currently set to 'Johnson'; and 'Paragraph (blue-titled section)' points to the 'Part 2: Paper - Control Numbers Used This ACH Period' section. The main content area is divided into several sections: 'Transmittal: New' with a 'Weekly Transmittal' tab and a 'Flags' link; 'Location and Range' with a note 'Week = Tuesday through the next Monday ACH Period' and input fields for 'Week Begin Date', 'Week End Date', and a 'County' dropdown menu; 'Part 1: Transmittal Log' with a table of statistics: '# of Original Marriages', '# of Marriage Applications Processed', 'Sealing Notices - Year/Week #', and 'Death/Birth Match - Year/Week #'; and 'Part 2: Paper - Control Numbers Used This ACH Period' which contains four sub-sections for 'IVES State SAFETY Paper' (First and Second Series) and 'NON-IVES County SAFETY Paper' (First and Second Series). Each sub-section includes a 'Control Numbers - None' checkbox, 'First # Used' and 'Last # Used' input fields, 'SUBTOTAL' and 'First Available # NEXT Period' input fields, and an 'End of Series' checkbox. The 'SUBTOTAL' and 'TOTAL SECURITY PAPER' fields are grayed out.

Transmittal – Create New

The weekly transmittal is based on the ACH week that provides a comprehensive audit of all transactions for the week. The transmittal is to be completed by the close of business on Wednesday of each week (Thursday if a holiday).



From the home page, click **Fee/CAS > New > Transmittal**

This will bring up the Transmittal.

Transmittal: New

The screenshot shows the 'Transmittal: New' form. At the top right, there are buttons for 'Image count: 0', 'Notes count: 0', 'Alerts: 0', and a 'Save' button. The main section is titled 'Weekly Transmittal' and 'Flags'. Below this is the 'Location and Range' section, which includes the text 'Week = Tuesday through the next Monday ACH Period'. There are three input fields: 'Week Begin Date', 'Week End Date', and 'County'. The 'County' field is set to 'Polk'. A calendar is open for August 2025, showing the dates from the 27th to the 23rd. The '14' is highlighted in the calendar. Below the calendar, there are two more input fields: '# of Marriage Applications Processed' and 'Sealing Notices - Year'.

Location and Range

The county of the User is defaulted in the field.

Enter the beginning date of the ACH week or click on the calendar in that field and choose your date.

Tab and the system will auto-fill the weekend Date and auto-save the transmittal.

Reporting Marriages

Part 1: Transmittal Log

# of Original Marriages	# of Marriage Applications Processed	Sealing Notices - Year/Week #	Death/Birth Match - Year/Week #
3	1	2020/01	2020/01

Part 1: Transmittal Log

- **# of Original Marriages** - Enter the total number of original marriage certificates received by your office after the marriage ceremony has been performed. If no original marriage certificates were processed, please enter zero. (This is the number of marriage certificates being mailed to the state.)
- **# of Marriage Applications Processed** - Enter the total number of marriage application(s) processed. If no marriage application(s) were processed, enter zero. (This is the new marriage applications your office has processed).
- **Sealing Notices – Year/Week #** - Enter the Sealing Notices report name (Year-Week Number).
- **Death/Birth Match – Year/Week #** - Enter the Birth Death Match report name (Year-Week Number).

Reporting IVES Papers Used

Part 2: Paper - Control Numbers Used This ACH Period

IVES State SAFETY Paper - FIRST SERIES

Control Numbers - None

First # Used _____ Last # Used _____ SUBTOTAL 1st Series _____ First Available # NEXT Period _____ End of Series

IVES State SAFETY Paper - SECOND SERIES

First # Used _____ Last # Used _____ SUBTOTAL 2nd Series _____ First Available # NEXT Period _____ TOTAL SECURITY PAPER - IVES STATE _____

NON-IVES County SAFETY Paper - FIRST SERIES

Control Numbers - None

First # Used _____ Last # Used _____ SUBTOTAL 1st Series _____ First Available # NEXT Period _____ End of Series

NON-IVES County SAFETY Paper - SECOND SERIES

First # Used _____ Last # Used _____ SUBTOTAL 2nd Series _____ First Available # NEXT Period _____ TOTAL SECURITY PAPER - NON-IVES County _____

Part 2: Paper-Control Numbers Used This ACH Period.

The first and second line are for the **IVES** safety paper. If NO safety paper was used for the ACH week, click the Control Numbers – None box. This will put zeros in the First Number Used, Last Number Used and the subtotal field.

1. Enter the “First Number Used” of the ACH week and the “Last Number Used” of the ACH week. The system will auto-calculate the “Subtotal” amount of IVES safety paper used.
2. Enter the first available number for the NEXT period. If the safety paper is at the end of the series. Click the “end of Series” box.
3. On the second line, if there is another series to report, enter the first and last number used; if no, Tab to the “Total Safety Paper – IVES State” field. The system will auto-calculate the “Total Safety Paper” used.

Reporting NON-IVES Papers Used

Part 2: Paper - Control Numbers Used This ACH Period

IVES State SAFETY Paper - FIRST SERIES

Control Numbers - None

First # Used _____ Last # Used _____ SUBTOTAL 1st Series _____ First Available # NEXT Period _____ End of Series

IVES State SAFETY Paper - SECOND SERIES

First # Used _____ Last # Used _____ SUBTOTAL 2nd Series _____ First Available # NEXT Period _____ TOTAL SECURITY PAPER - IVES State _____

NON-IVES County SAFETY Paper - FIRST SERIES

Control Numbers - None

First # Used _____ Last # Used _____ SUBTOTAL 1st Series _____ First Available # NEXT Period _____ End of Series

NON-IVES County SAFETY Paper - SECOND SERIES

First # Used _____ Last # Used _____ SUBTOTAL 2nd Series _____ First Available # NEXT Period _____ TOTAL SECURITY PAPER - NON-IVES County _____

The third and fourth lines are for **NON-IVES** safety paper. If NO safety paper was used for the ACH week, click the Control Numbers – None box.

This will put zeros the First Number Used, Last Number Used and the subtotal field.

1. Enter the “First Number Used” of the ACH week and the “Last Number Used” of the ACH week. The system will auto-calculate the “Subtotal” amount of NON-IVES paper used.
2. Enter the first available number for the NEXT period. If the safety paper is at the end of the series, click the “End of Series” box.
3. On the second line if there is another series to report, enter the first and last number used; if no, Tab to the “Total Safety Paper-IVES State” field.

Reporting Damaged, Exchanged or Unaccounted For Security Papers

If there are NO control numbers to report. Click on the 'Control Numbers- None' box.

If there are control numbers to report:

- Click the **Clear Control #s** button.
- Choose from the type of transaction from the 'Transaction Type' dropdown.
- Choose the type of paper from the "Paper Type" field.
- Enter the beginning safety paper number
- Enter the end safety paper number
- Click the **Save Control #s** button. This will populate the itemize grid.

Repeat this process if there are more transactions to report.

User MUST click on the **Clear Control #s** button each time they add a new transaction type.

Completion

Event Notes

Record Completed

Completed Date

Completed By

Completion

- Enter a Y in the Record Completed field and click the **Save** button. The completed date and the name of the person will auto-fill.
- A pop-up message stating, “The record was saved successfully. Do you want to close the current window?” Click the Yes or No button.

Confirm
✕

The record saved successfully.
Do you want to close the current window?

Yes
No

County Recorders will have until 3:00 pm on Tuesday to make changes to the current transmittal. To make the changes, you will have to change the “Y” in the Record Completed field to “N”. This opens all the fields in the transmittal for you to modify. Once changes are made, then need to change the “N” to “Y” again.

Printing Transmittal

Home File Search Documents Fee/CAS Action Tools Batch Administration Help

Documents Weekly Transmittal

Transmittal: 13090

Weekly Transmittal Flags

On the weekly transmittal, from the menu, click **Documents>Documents>Weekly Transmittal** from the menu.

Weekly Transmittal Report

County: [REDACTED] Week Range Begin: 04/15/2025 Completed Date: 04/23/2025
 Transmittal ID: 33032 Week Range End: 04/21/2025 Completed By: [REDACTED]

Part 1 - Transmittal Log
 Number of Original Marriages Submitted with Marriage Registration Reports for this Period

# of Original Marriages	# of Marriage Applications	Sealing Notice:	Match Name:
12	17	2025-15	2025-15

Part 2 - Paper: Control Numbers Used

IOWA State SECURITY Paper - 1ST SERIES		NON-IOWA County SECURITY Paper - 1ST SERIES	
First # Used: 5150032	Last # Used: 5150044	First # Used: 4572196	Last # Used: 4572206
First Available # NEXT Period: 5150345	SUBTOTAL 1st Series: 252	First Available # NEXT Period: 4572207	SUBTOTAL 1st Series: 51
IOWA State SECURITY Paper - 2ND SERIES		NON-IOWA County SECURITY Paper - 2ND SERIES	
First # Used:	Last # Used:	First # Used:	Last # Used:
First Available # NEXT Period:	SUBTOTAL 2nd Series:	First Available # NEXT Period:	SUBTOTAL 2nd Series:
TOTAL SECURITY PAPER - IOWA State: 292	TOTAL SECURITY PAPER - NON-IOWA County: 51		

Event Notes / Completion

Review the transmittal

- Click the **Printer** icon.
- The printer dialog box will appear. This dialog box is specific to general printing, and all printers should be available.
 - Choose the correct printer from the Destination field.
 - Enter the number of copies requested.
 - If applicable, choose additional settings based on YOUR PRINTER setup.
- Click the **Print** button.

Search For Transmittal

The screenshot shows the application's main menu with the following items: Home, File, Search, Fee/CAS, Tools, Batch, Blank Forms, Administration, and Help. The 'Fee/CAS' menu is expanded, showing options: New, Search, Applicant, Request, Service, Payment, ACH Header, ACH Detail, Verification, Transmittal (highlighted with a red box), and Transmittal Detail. The IOWA Health and Human Services logo is visible on the left, along with a 'TESTING!' message and a 'Messages' link.

To search for a transmittal that has been filed in IVES:

From the main menu, click on **Fee/CAS > Search > Transmittal**

Search (Transmittal)

The screenshot shows the search form with the following fields and buttons: 'Search Criteria' and 'Search Result' tabs, 'County' dropdown (highlighted with a red box), 'Create Date' text input, 'Transmittal ID' text input, 'Week Range Begin Date' text input, 'Completed?' dropdown, 'Week Range End Date' text input, 'Clear' button, and 'Search' button (highlighted with a red box).

The user will need to enter the following to search for a transmittal:

- County
- Week Range Begin Date (optional)
- Week Range End Date (optional)

Entering the **Week Range Begin and End dates** are optional to search for a specific ACH period. If no other search criteria are entered, results will show all transmittals filed for the county location. Click on the **Search** button.

Search (Transmittal)

Search Criteria

Search Result

Flat View Export

Images: 0 Notes: 0 Display

Group By:

County	Week Range Begin Date	Week Range End Date	Create Date	Completed?	Transmittal ID	Is Active	# of
Polk	02/05/2019	02/11/2019	02/15/2019	Y	61	T	0
Polk	02/12/2019	02/19/2019	02/20/2019	N	71	T	0
Polk	06/18/2019	06/24/2019	06/25/2019	Y	1802	T	0
Polk	07/21/2020	07/27/2020	07/28/2020	Y	7530	T	0
Polk	07/28/2020	08/03/2020	08/04/2020	Y	7628	T	0
Polk	08/04/2020	08/10/2020	08/11/2020	Y	7733	T	0
Polk	04/02/2019	04/08/2019	04/09/2019	Y	672	T	0
Polk	06/11/2019	06/17/2019	06/18/2019	Y	1700	T	0
Polk	04/23/2019	04/29/2019	04/30/2019	Y	982	T	0
Polk	04/30/2019	05/06/2019	05/07/2019	Y	1074	T	0
Polk	01/12/2021	01/18/2021	01/19/2021	N	10020	T	0
Polk	06/28/2022	07/04/2022	07/13/2022	N	13056	T	0
Polk	01/03/2023	01/09/2023	01/11/2023	Y	13060	T	0

1 - 162 of 162 items

The search results will appear in the grid.

Double-click to open the transmittal or select the transmittal and click the **Display** button.

*If no other search criteria are entered, results will show all transmittals filed for the county location. (Same as example)
To sort each Group by, click on the heading name you want to sort.*

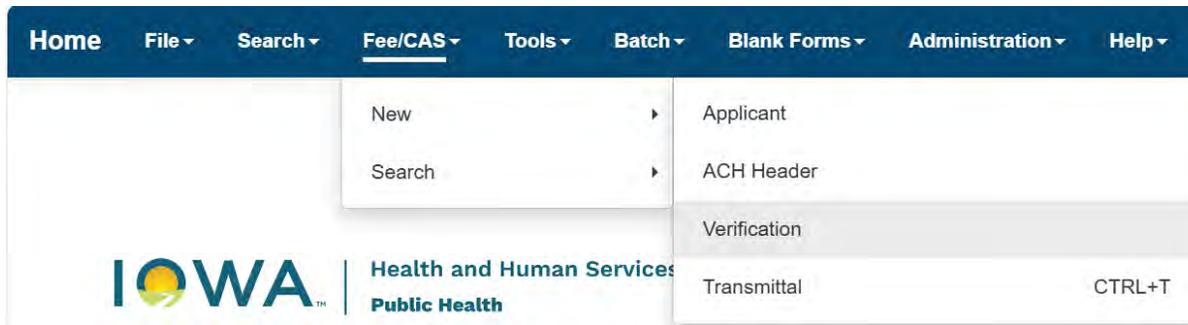
Verification Organization

The screenshot shows a web application interface for verification organization. At the top, there is a navigation bar with menu items: Home, File, Search, Fee/CAS, Action, Tools, Batch, Administration, and Help. On the right side of the navigation bar, there are icons for a chat bubble, a notification bell with the number 1406, and a user profile icon. Below the navigation bar, there is a section titled "Verification: New" with three tabs: County, State, and Flags. The "County" tab is selected. To the right of the tabs, there are three buttons: "Image count: 0", "Note count: 0", and "Alerts: 0". Further right, there are buttons for "Previous Event" and "Save". Below the tabs, there is a "Verification Status" section with four input fields: "Verification #" (a text box), "* Date of Verification" (a date picker showing 07/29/2025), "County" (a dropdown menu showing "Polk"), and "Verification Status" (a dropdown menu showing "Pending"). Below this is a "Registrant Information" section with a blue title. It contains three input fields: "* Event to Verify" (a dropdown menu with a yellow highlight), "Date of Event" (a date picker), and "State File Number" (a text box). Below these are three more input fields: "First Name", "Middle Name", and "Last Name". Below the "Registrant Information" section is an "Item(s) to Verify" section with five checkboxes: "Poor IVES Image", "Incorrect Index", "Registrant Name", "Sex of Registrant", "Date of Event", "Time of Event", and "Date Filed". There are three callout boxes with arrows pointing to specific elements: one pointing to the "County" dropdown menu with the text "Not applicable for entry or auto populates (grayed out)", one pointing to the "Registrant Information" section with the text "Paragraph (blue-titled section)", and one pointing to the "County" dropdown menu with the text "County".

Verification – Request Process

A verification process is used to confirm information on older county records **not available** in IVES. The only time a verification is used for an **IVES record** is if the indexing is incorrect & or there are illegible images in IVES. Verification of a vital record held by the county recorder is conducted solely for the purpose of issuing a certified copy upon customer request.

CAS application must be created prior to putting in a verification request.

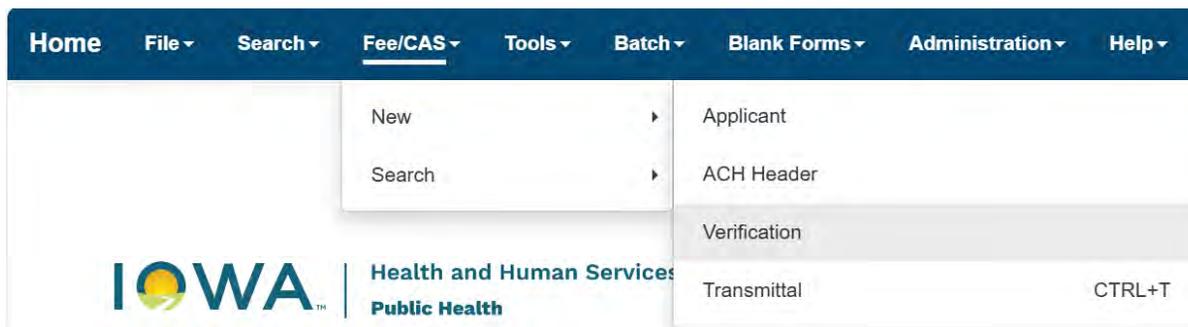


To start a verification request:

From the main menu, click on **Fee/CAS > New > Verification**

On the County tab:

- **Verification Status:**
 - Date of Verification
 - Pick County from the dropdown
- **Registrant Information:**
 - Event to Verify
 - Date of Event
 - State File Number (Optional)
 - First Name, Middle Name & Last Name (Optional)



Item(s) to Verify

<input type="checkbox"/> Poor IVES Image	<input type="checkbox"/> Incorrect Index	
<input type="checkbox"/> Registrant Name	<input type="checkbox"/> Sex of Registrant	<input type="checkbox"/> Date of Event
<input type="checkbox"/> Parent's Location of Birth	<input type="checkbox"/> Mother's Name	<input type="checkbox"/> Time of Event
<input type="checkbox"/> Full Verification	<input type="checkbox"/> Other	<input type="checkbox"/> Date Filed
		<input type="checkbox"/> Mother's Date of Birth
		<input type="checkbox"/> Father's Name
		<input type="checkbox"/> Father's Date of Birth
Other Specify: <input style="width: 100%;" type="text"/>		

Verification Request Completion

<p>County Comments</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>Verification Request Completed?</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">▼</div>	<p>Verification Request Date</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;"> <input style="width: 100%;" type="text"/> </div>
	<p>Verification Request Completed By</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	

Change Verification Status

<p>Close Verification</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; background-color: #f0f0f0;">Close Verification</div>	<p>Cancel Verification</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; background-color: #0070c0; color: white;">Cancel Verification</div>
---	---

- **Items(s) to Verify:**
 - Check all items that need to be verified
 - If it is something other than what is listed to verify type in this box provided (i.e., Poor IVES images or incorrect index)
- **Verification Request Completion**
 - County Comment Box: Enter additional comments, if necessary, in this field.
 - Enter a “Y” in the **Verification Request Completed** box.
 - The **Verification Request Date and Verification Request Completed By** will auto-populate with the current date and the username once the user tabs into those boxes.
 - Click the **Save** button. The verification is sent to the State Vital Records Office for processing.

The **Cancel Verification** button can be used if the current request is no longer needed.

Retrieving Completed Verification From the State

IOWA | Health and Human Services
Public Health

TESTING!
This is a test...

Messages

From	Subject	Message	Received	Event	Local File Number
No messages to show.					

Work Queues

CAS Requests Pending	32
M App Pending	13
M Change Request - Pending	9
M Change Request - Rejected	3
M Pending Marriage Return	1293
Manner of Death Update	25
Verification - Completed	39
Verification - Pending	2

Searches

County Reports
M Change Request - Cancelled
M Change Request - Completed

If the verification is pending, it will appear in the **Verification- Pending** work queue. **Pending** means that the verification has not been completed at the county level and that the **Verification Request Completed** field has not been changed to a “Y”.

Once the verification has been completed by the county, it will be ready for completion by the State. Once completed by the state, the system saves it to the **Verification – Completed** work queues. Additionally, the county will receive an email notification upon completion. The county can then retrieve the completed verification request.

From the home page, in the Work Queue section, click **Verification – Completed**.

Work Queue: Verification - Completed

Search Criteria

Search Result

Flat View

Export ▾

Images: 0

Notes: 0

Display

Group By:

Verification #	Date of Verification	Verification Status	Event to Verify	First Name	Middle Name	Last Name	Date
655	01/29/2019	COMPLETED	MARRIAGE	Tiffany	Cottle	Allison	
814	03/04/2019	COMPLETED	BIRTH	Ruth	Renee	Trumper	12/2
1213	05/21/2019	COMPLETED	BIRTH	Douglas	Matthew	Craig	07/2
1218	05/22/2019	COMPLETED	MARRIAGE	Miles	Vern	Derrick	04/2
1369	07/08/2019	COMPLETED	BIRTH	Thomas		Lowry	04/1
593	01/10/2019	COMPLETED	BIRTH	Allen	Clifford	Fuson	10/19
1373	07/08/2019	COMPLETED	BIRTH	Thomas	Kirkpatrick	Lowry	04/1
1190	05/14/2019	COMPLETED	BIRTH	Ronald	Duane	Conn	07/1
1140	05/07/2019	COMPLETED	BIRTH	Mark	Christopher	Boydston	05/1
5681	05/11/2023	COMPLETED	BIRTH	Jack		Frost	05/0
2236	10/30/2019	COMPLETED	BIRTH	Richard	Norman	Northup	07/2
1686	08/28/2019	COMPLETED	BIRTH	Allen	Frank	Givant	03/19
2356	11/18/2019	COMPLETED	BIRTH	Lorene	Kay	Shepherd	12/19



1 - 39 of 39 items

All completed verifications will be displayed in the list. To view a specific verification, double-click the corresponding row, select the row and double-click on it, or select the row and click the **Display** button.

Verification: 5649

Image count: 0

Notes count: 0

Alerts: 0

Save

County **State** Flags

Verification Status

Verification #	Date of Verification	County	Verification Status
5649	06/08/2022	Polk	Completed

Registrant Information

Event to Verify	Date of Event	State File Number
BIRTH	01/01/1982	
First Name	Middle Name	Last Name
Sam		Nichols

Requested Item(s) to Verify

Name on Record	Sex of Registrant	Date of Event	Time of Event	Date Filed
		01/01/1982		
Parent's Location of Birth				
Mother's Name	Mother's Date of Birth	Father's Name	Father's Date of Birth	
Other				

Click on the **State** tab

The answer(s) will be located in the "Requested Item(s) to Verify" paragraph. Any additional comments by the state will be in the State Comment field. If a replacement copy was requested, the copy will be attached to the verification.

Verification: 5649

Image count: 0

Notes count: 0

Alerts: 0

Save

County State Flags

Sam Nichols

Item(s) to Verify

<input type="checkbox"/> Poor IVES Image	<input type="checkbox"/> Incorrect Index			
<input type="checkbox"/> Registrant Name	<input type="checkbox"/> Sex of Registrant	<input type="checkbox"/> Date of Event	<input type="checkbox"/> Time of Event	<input type="checkbox"/> Date Filed
<input type="checkbox"/> Parent's Location of Birth	<input type="checkbox"/> Mother's Name	<input type="checkbox"/> Mother's Date of Birth	<input type="checkbox"/> Father's Name	<input type="checkbox"/> Father's Date of Birth
<input type="checkbox"/> Full Verification	<input type="checkbox"/> Other	Other Specify: <input type="text"/>		

Verification Request Completion

County Comments

Verification Request Completed?

Verification Request Date

Verification Request Completed By

Change Verification Status

Close Verification

Cancel Verification

Once the requested item(s) have been reviewed, click on the County tab

Click on the **Close Verification button** in the Change Verification Status paragraph. This completed the verification request and will be removed from the work queue.

Close the browser.

Search For Verification



To search for a verification request:

Click on **Fee/CAS > Search > Verification**

Search (Verification)

The screenshot shows the 'Search (Verification)' form with various input fields and a 'Search' button highlighted with a red box. The form includes fields for Verification #, Date of Verification, Verification Status, Event to Verify, First Name, Middle Name, Last Name, Date of Event, State File Number, County Completed?, and County.

You can search by any of the fields provided in this window. Enter the information, then click the **Search** button.

All completed verifications will appear in the search results grid.

Search (Verification)

The screenshot shows the search results grid with the following data:

Verification #	Date of Verification	Verification Status	Event to Verify	First Name	Middle Name	Last Name	Date
814	03/04/2019	COMPLETED	BIRTH	Ruth	Renee	Trumper	12/2
1213	05/21/2019	COMPLETED	BIRTH	Douglas	Matthew	Craig	07/2
1369	07/08/2019	COMPLETED	BIRTH	Thomas		Lowry	04/1
593	01/10/2019	COMPLETED	BIRTH	Allen	Clifford	Fuson	10/1
1373	07/08/2019	COMPLETED	BIRTH	Thomas	Kirkpatrick	Lowry	04/1
1190	05/14/2019	COMPLETED	BIRTH	Ronald	Duane	Conn	07/1
1140	05/07/2019	COMPLETED	BIRTH	Mark	Christopher	Boydston	05/1
5677	01/11/2023	PENDING	BIRTH	Jack		Frost	12/0
5679	04/24/2023	PENDING	BIRTH	Jack		Frost	05/1
5680	05/09/2023	CLOSED	BIRTH	Jon		Brown	05/0
5681	05/11/2023	COMPLETED	BIRTH	Jack		Frost	05/0
5682	05/11/2023	CLOSED	BIRTH	Robert	Joe	Wilson	05/1
5684	06/12/2023	PENDING	BIRTH	Derek		Nichols	05/0

Making Notes in a Record

marriage: 1553413

Single record | **Note Count: 0** | Add

General | Party A | Party B | Application Name | Marriage Record | Flags | CR & Application

Party A - Current Name

Party A Designation - Optional

State

First Name: [Text Field] Middle Name: [Text Field] Current Last Name: [Text Field]

Last Name prior to any marriage: [Text Field] Suffix: [Text Field]

Party A - Name after marriage

First Name: [Text Field] Middle Name: [Text Field] Last Name: [Text Field] Suffix: [Text Field]

Residence Address Information

Country: [Text Field] State: [Text Field] City - Optional: [Text Field] County - Optional: [Text Field]

Once in the record, click once on the **Note Count** button in the upper right corner of the window.

Notes

Notes Id	Field Name	Note	Create Date	Modify User Name	Modify User	Modify Date	Is Active	Application Function
No notes to show.								

New Close

The Notes screen appears. Click on the **New** button.

Notes ✕

Field Name:--Record-- Field Label:--Record--

Security Function: Is Active?

B I U abc

Format (inherited font) (inherited size)

In the open field, type the message, then click the **Save** button.
ie: Date, note, notetaker's initials

Notes

Notes Id	Field Name	Note	Create Date	Modify User Name	Modify User	Modify Date	Is Active	Application Function
68139	--Record--	06/15/2025 Test MB	2025-06-20T13:28:29.6511087-05:00	55551	Bentzen, Mairinda Marion	2025-06-20T13:28:29.6511087-05:00		<input type="button" value="View"/>

Note results will appear, displaying the field, the message, the notation, and the username.

Click the **Close** button.

Marriage Organization

The screenshot shows a web application interface for marriage organization. At the top right, the page number '119' is displayed. A dark blue navigation bar contains a 'Main Menu' and a 'Record ID' label. Below the navigation bar, the page title is 'Marriage: New'. A secondary navigation bar includes tabs for 'General', 'Party A', 'Party B', 'Application/License', 'Marriage Return', 'Flags', and 'CAS Application'. The 'Party A' tab is selected. On the right side of the navigation bar, there are three status indicators: 'Image count: 0', 'Notes count: 0', and 'Alerts: 0', each with a corresponding callout box. A 'Save' button is located at the bottom right of the navigation bar. The main content area is divided into three sections: 'Party A - Current Name', 'Party A - Name after marriage', and 'Residence Address Information'. The 'Party A - Current Name' section contains a dropdown for 'Party A Designation - Optional' and text input fields for 'First Name', 'Middle Name', 'Last Name prior to any marriage', and 'Suffix'. A callout box points to this section with the text: 'Paragraphs are titles with blue writing and separated from each other using a white border.' The 'Party A - Name after marriage' section contains text input fields for 'First Name', 'Middle Name', 'Last Name', and a dropdown for 'Suffix'. A callout box labeled 'Fields' points to these input fields. The 'Residence Address Information' section contains dropdown menus for 'Country' (set to 'United States'), 'State' (set to 'Iowa'), 'City - Optional', and 'County - Optional'.

Marriage Application – Creating New

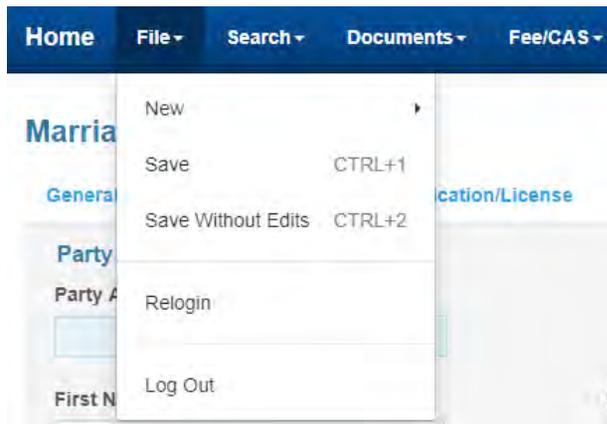
Iowa Code 595 governs the process of applying for and receiving a marriage license in the state of Iowa. IAC641-98(144) is the section of administrative rules that applies to marriage license issuance.



To start a new marriage event:

Click on **File > New > Marriage**

Short-cut: you can use CTRL+M on your keyboard to open a new marriage event.



Save without Edits – To save a marriage event without completing the event and signing the license as complete, you must enter at a minimum:

- Application Date
- Party A – Current Name
- Party B – Current Name
 - Once these fields have been entered, click **File>Save without edits**

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

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Marriage: New

Image count: 0 Notes count: 0 Alerts: 0 Previous Event Save

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number

County License Number

Application Date

Valid Date

3 Day Waiver

* Filing County

Reg Type Code

Record Status

Johnson

PENDING

The marriage event is separated by tabs: *General; Party A; Party B; Application/License; Marriage Return; Flags; CAS Application.*

The new marriage event will always open to the **General** tab. The Filing County, and Record Status are all default fields that cannot be changed.

Enter the Application Date

- The application date can be backdated up to 3 calendar days only.
- The valid date will auto-populate to include the correct calculation for the 3-day waiver.

If there is a 3-day waiver, enter 'Y'. The valid date will re-populate with the new date.

Things to Remember

- **County License #:** Once the license has been marked complete by the user on the Application/License tab, the County License # will populate.
- **State File Number:** Once the Certificate of Marriage has been returned to the county for filing, and the Marriage Return tab is completed, the State File Number will populate.

General Tab and 3-day Waiver

Completed view of the General Tab with no 3-day waiver

The screenshot shows the 'Marriage: New' form in the 'General' tab. The 'System' section contains the following fields:

Field	Value
State File Number	[Empty]
Application Date	09/12/2025
County License Number	[Empty]
Valid Date	09/12/2025
3 Day Waiver	N
Filing County	Polk
Reg. Type Code	[Empty]
Record Status	PENDING

The 'Valid Date' and '3 Day Waiver' fields are highlighted with a red box.

Completed view of the General Tab with a 3-day

The screenshot shows the 'Marriage: New' form in the 'General' tab. The 'System' section contains the following fields:

Field	Value
State File Number	[Empty]
Application Date	09/12/2025
County License Number	[Empty]
Valid Date	09/12/2025
3 Day Waiver	Y
Filing County	Polk
Reg. Type Code	[Empty]
Record Status	PENDING

The 'Valid Date' and '3 Day Waiver' fields are highlighted with a red box.

Party A & B Tab

Party A and Party B Tabs are identical. Use the instructions below for guidance on completing the Party A and Party B tabs.

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

607

Marriage: New Image count: 0 Notes count: 0 Alerts: 0 Previous Event Save

General **Party A** Party B Application/License Marriage Return Flags CAS Application

Party A - Current Name

Party A Designation - Optional

First Name Middle Name Current Last Name

Last Name prior to any marriage Suffix

Party A - Name after marriage

First Name Middle Name Last Name Suffix

The following are paragraphs within the Party A or B tabs:

- Party A – Current Name
- Party A – Name after Marriage
- Residence Address information
- Birthplace
- Parent Names (optional)

Things to Remember

- Optional – All optional fields or paragraphs are labeled as optional. Party designation, city, county, and parents' names are optional.
- Designation – Designation of Bride, Groom or Spouse is not required.

Party A or B – Current Name – Enter the current legal name in each field listed

- First Name
- Middle Name (if applicable)
- Current Last Name
- Last Name prior to any marriage (generally, this is the name on the birth certificate)
- Suffix (if applicable)

Party A or B – Name after marriage

- First Name
- Middle Name (if applicable)
- New Last Name
- Suffix (if applicable)

As a convenience, the first and middle name entered in the Current Name fields will default to the Name After Marriage fields.

You must enter the Last Name in the Name After Marriage field.

Things to Remember

- **Name after marriage** – The name after marriage is the legal name of the individual once they get married. Either Party can change any part of their name through the marriage process. It will take a Legal Change of Name court action to change their name after marriage once the marriage ceremony has been performed.

Residence Address Information

Country	State	City - Optional	County - Optional
<input type="text" value="United States"/>	<input type="text" value="Iowa"/>	<input type="text"/>	<input type="text"/>

Birthplace

Country	State		
<input type="text" value="United States"/>	<input type="text"/>		
Date Of Birth	Age	Consent	Sex
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Party A or B – Residence Address Information

- Country and State - currently Country and State defaults to the United States and Iowa. This information is to be changed to the appropriate location as needed.
- City and County – Optional boxes - Choose the city and county from the drop-down list.

Party A or B – Birthplace

- Country and State - currently, Country and State defaults to the United States and Iowa. This information is to be changed to the appropriate location as needed.
- Enter the date of birth. The age will auto calculate.
 - *If either party to be married is 16 or 17, they must submit a Consent to Marry form, and the Consent box must be marked with a 'Y'.*
 - *If either party is under the age of 16, the system will not allow the marriage license to be signed as complete.*
- Enter Sex as 'M' for male or 'F' for female.

Things to Remember

- **Location drop-down lists** – If a country, state, or city is missing from the drop-down list, enter the location in the field (the field turns orange). Cities are required to have a zip code before they will be added to IVES.
 - Also, call the IVES Help Desk to have it added.
- **Consent** – The consent box will gray out if the person to marry is 18 or older. The consent box must be completed if the person is 16 or 17 years old.
- **Sex** – Sex is a required box marking 'M' for male or 'F' for female.

Parent Names - Optional

Party A - Parent 1 Designation

Parent 1 - First Name Middle Name Last Name Prior To Any Marriage Suffix

Party A - Parent 2 Designation

Parent 2 - First Name Middle Name Last Name Prior To Any Marriage Suffix

Party A & B Tabs

Parent Names (optional):

- **Parent Designation** Father, Mother or Parent
 - To leave the field blank, tab out of the parent designation field
- **Enter at a minimum:**
 - Parent 1 First Name
 - Parent 1 Last Name prior to any marriage
 - Parent 2 First Name
 - Parent 2 Last Name prior to any marriage

Things to Remember

- **Optional** – Listing parents is optional
 - Not all applicants have two parents, and it is possible for someone to not have parents.
- **Who should be listed as a parent** – The parties to marry can list anyone as their parent.
 - The applicant can enter one or both parents regardless of birth certificate information. It is not required to list two parents on marriage documents.
 - It is recommended to list the parent/parents as stated on the birth certificate.
 - If they choose to list someone who is not listed on their birth certificate, the applicant needs to consider how this will impact them when applying for identification documents (driver's license and passport).

Completed view of Party A or B tab, age 18 or older

Birthplace

Country: United States | State: Missouri

Date Of Birth: 02/01/1996 | Age: 29 | Consent: [] | Sex: []

Completed view of Party A or B tab age 16 or 17, requiring a Consent to marry

Birthplace

Country: United States | State: Iowa

Date of Birth: 02/01/2000 | Age: 17 | Consent: [] | Sex: M

Validation Errors

Party A > Birthplace > Consent
Must be 18 and at least 16 years of age. Consent to Marriage is required.

R [] [] Bypass: 1 2 3 4

A validation error will be displayed if the consent field is left blank for an underage Party A or B.

Click on the to 'R' rekey to remove the validation error.

Application/License Tab

The screenshot shows the 'Marriage: New' application form with the 'Application/License' tab selected. The form is divided into several sections:

- Social Security Numbers:** Contains two buttons labeled 'Add SSN for Party A' and 'Add SSN for Party B'.
- Anticipated Ceremony Information - Optional:** Includes a 'Ceremony Date' field with a calendar icon and an 'Officiant' text input field.
- License Complete:** Features a 'License Completed?' dropdown menu, a 'Date Completed' field with a calendar icon, and a 'Completed by' text input field. Below this is a 'State Use Only' field with an 'X' button.

At the top of the page, there is a navigation bar with options like Home, File, Search, Documents, Fee/CAS, Action, Linking, Tools, Batch, Administration, and Help. On the right side, there are notification icons for messages (1410), alerts (0), and a 'Save' button.

Social Security Numbers

- Each “Add SSN for Party” button works the same
- System accounts for persons with no Social Security number
- You can correct an SSN once entered.
- The system hides the SSN after the number has been entered.
- The system asks for verification that the correct number has been entered.

Anticipated Ceremony

- Both the Anticipated Ceremony Date and Anticipated Officiant are optional

Anticipated Ceremony

- Once the license box is marked ‘Y’ for complete, any errors or missing information will be displayed on the right-hand side of the page.
- If the application is error-free, tab out of the License complete box and the Date Completed and Completed By will auto-populate.

SSN Edits

Marriage: New

General Party A Party B **Application/License** Marriage Return Flags CAS Application

Social Security Numbers

Add SSN for Party A Add SSN for Party B

Add SSN for Party A Add SSN for Party B

Add SSN For Party A or B

Click the **Add SSN Party A/B** button

idphvrstest.netsmartcloud.com says

Enter Party A's SSN Number: Enter only 9 numbers without any dashes or spaces. If unknown, enter a 9.

OK Cancel

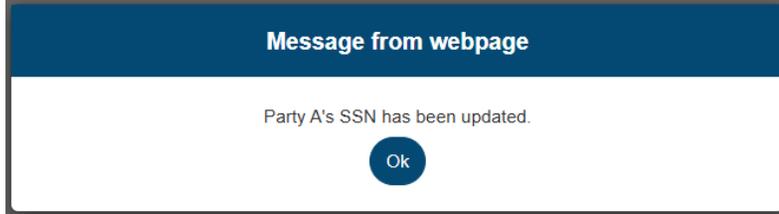
- The dialog box appears that asks for the party's social security number.
- A total of **9 numbers** can be entered.
- You will receive an error if you do not enter enough numbers or too many numbers.
- Do not use any dashes or spaces.
- Click **OK** when finished.

idphvrstest.netsmartcloud.com says

Is this the correct SSN for Party A? 987-98-7987

OK Cancel

- Once the SSN is entered, and you click **OK**, a dialog box will appear that repeats the number.
- If the SSN is correct, click the **OK** button.
- If the SSN is not correct, click the **Cancel** button and re-enter.



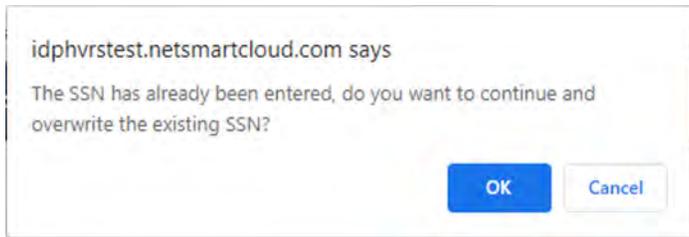
- This dialog box appears, showing that an SSN has been successfully entered for Party A.
- Click the **OK** button.

Repeat the same me process for Party B.

If someone does not have a SSN, enter the number '9' and click Ok the button.

The following dialog box states 'You have indicated that Party A/B's SSN is unknown, is this correct?'

- Click the **Ok** button if correct
- Click the **Cancel** button if it is not correct, and re-enter the number



If you click on the **Add SSN** button after the number has been successfully entered, the following dialog box appears.

- Click the **OK** button to correct the number or
- Click the **CANCEL** button to exit.

Anticipated Ceremony Information - Optional

Ceremony Date



Officiant

Anticipated Ceremony Date & Anticipated Officiant - Optional

- Enter the anticipated ceremony date if known
 - The date must be equal to or greater than the valid date of the marriage application.
- Enter the anticipated officiant

License Complete

License Complete

License Completed? Date Completed Completed by

State Use Only

License Complete

- Review all tabs for correct and accurate information
- Enter a 'Y' in the License Completed field and tab to the Date Completed and Completed by.
 - The current date will populate in the Date Completed and Username in the Completed by boxes.
 - If there is missing information that is required, a pop-up will appear directing the user to correct or add information.
- Click on the **SAVE** button in the top right corner.

Things to Remember

- **License Complete field**
 - You **must tab** through the Anticipated Ceremony date and Anticipated Officiant fields for the License Complete field to open for entry.

The License Complete field will not open if the required information is missing. Complete all required fields

Message from webpage

The record saved successfully.

OK

The following dialog box will appear stating the record has been successfully saved.

Click **OK** button.

Marriage Application Information

The license will receive a County License #. The County License # can be found on the General Tab

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Marriage: 1553568 Image count: 0 Notes count: 0 Alerts: 0 Save

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number	Application Date	County License Number	Valid Date	3 Day Waiver
<input type="text"/>	09/12/2025	077-2025000013	09/12/2025	Y
* Filing County	Reg Type Code	Record Status		
Polk	<input type="text"/>	PENDING		

For county offices that scan marriage applications before the certificate of marriage is returned to the office: It is RECOMMENDED to scan the marriage application in **now before going to the CAS Application.**

CAS Application Tab

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Marriage: 1553566

Image count: 0 Notes count: 0 Alerts: 0 Save

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name?

A

First Name: Kermit Last Name: Frog Pickup or Mail Certificate: MAIL

Country: United States State: Iowa City:

Address: Zipcode:

Create Application & Request Total amount owed: \$35.00

Create Application & Request

Remove Waiver

CAS Application – You must create a CAS Application and add the payment from the Marriage Module for **ALL** marriage licenses issued. **DO NOT create CAS application through the FEE/CAS Application menu.**

Create CAS Application & Request

1. Party A's name will auto-populate in the field if the record has been saved. The CAS Application & Request can be switched to Party B by going to the dropdown and changing it from A to B.
2. Enter the mailing address if you are mailing the certified copy to the couple after the ceremony.
3. Click the **Create Application & Request** button. The total amount owed will auto calculate \$35 and the record is autosaved.

Payment

Payment Type: CHECK Check/MO Number: 12345 Amount: \$35.00

Add Payment: Add Payment Print Request Receipt: Print Request Receipt

Add Certificate to Request

Pickup or Mail Certificate: Mail Address Change?: N

Country: United States State: Iowa City: []

Address: [] Zipcode: []

Add Certificate to Request: Add Certificate to Request Certificate Added to Request?: []

CAS IDs

Applicant ID: 1373559 Request ID: 1480937 Payment ID: [] CAS Created by: Bentzen, Malinda Marion

Payment

1. Choose **Payment Type**; enter the **Check/MO number** is required; enter the **amount** collected.
2. Click the **Add Payment** button
3. A Dialog box will appear stating the record has been successfully saved.
4. Click the **OK** button.

By adding the payment this will allow you to print the Certificate of Marriage and License to Marry from the Documents.

Printing Marriage Documents

The screenshot shows a web application interface with a dark blue navigation bar at the top containing the following menu items: Home, File, Search, Documents, Fee/CAS, Action, Linking, Tools, Batch, Administration, and Help. Below the navigation bar, the page title is "Marriage: 1553566". A "Documents" dropdown menu is open, displaying a list of document types: M 3-Day Waiver Application, M Address Update, M Application for License, M Certificate of Marriage (highlighted with a red box), M Consent for Minor, M Consent for Minor BLANK, M License to Marry (highlighted with a red box), and M Plain Paper Copy. On the left side of the page, there are tabs for "General", "Party A", "Party B", "Application/License", and "Ma". Under the "General" tab, there is a "System" section with fields for "State File Number", "Application Date" (06/25/2025), "Filing County" (Polk), and "Reg Type Code".

After the CAS Application has been created and the payment entered, documents will be available to print from the Documents menu.

- M Certificate of Marriage
- M License to Marry

Print 2 sheets of paper

Destination HPPEE4E5D (HP ENVY)

Pages All

Copies 1

Color Color

More settings ^

Paper size Letter

Pages per sheet 1

Quality 600 dpi

Scale Default

Two-sided Print on both sides
 Flip on long edge

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

Printing Options for Specific Documents

- There are 2 two-sided documents that are available to print from the marriage event: Application to Marry; Certificate of Marriage.
- If you choose either of these documents to print, you will get a pop-up box of **your printer's** default preferences. (Not all dialog boxes will appear as the image above.)
- Verify the printer and click the Preferences button.
- Use the tabs to locate the Print on Both Sides or Print Double Sided option; choose this option to print that document on both sides.
- Click OK; Print
 - If you have a printer that does NOT print on both sides, follow the above process. The first page of the document will print; put the printed document back in the printer (bypass or tray) to print the second page.

Things To Remember:

- Marriage regulations have not changed. All the same documents are needed to process a marriage.
- Print the appropriate documents from the Documents print menu.
 - If you do not need a 3-day waiver or Consent for Minor, do not print them.
 - All documents will be available for every record created.

REMEMBER!! - Depending on computer programs, not all print screens look the same!

Fixing a mistake prior to the Marriage Return Completed

The screenshot shows the 'Application/License' tab for a marriage record with ID 1553566. The 'License Complete' field is currently set to 'Y'. A red arrow points to this field, indicating it needs to be changed to 'N'. Another red arrow points to the 'Save' button in the top right corner of the application.

If a spelling mistake or any other errors were found prior to the couple getting married.

Go to the Application/License tab. Change the “Y” in the License Completed field to an “N”. *This removes the date, user’s name and open all the fields.*

Make the necessary change(s).

Go to the Application/License tab. Change the “N” in the License Completed field to a “Y” and tab out of the field.

Click the **SAVE** button and reprint the documents.

Adding Waiver from Marriage Record and CAS

Marriage: 1553566

General Party A Party B **Application/License** Marriage Return Flags CAS Application

Social Security Numbers

Update SSN for Party A Update SSN for Party B

Update SSN for Party A Update SSN for Party B

Anticipated Ceremony Information - Optional

Ceremony Date Officiant

License Completed?

License Completed? Date Completed Completed by

State Use Only

Adding 3-day waiver

Open the marriage event, go to the Application/License tab.

On the License Completed field change the “Y” to a “N”. This removes the date, user’s name and open all the fields including the 3 Day Waiver field on the General tab.

Marriage: 1553566

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number Application Date County License Number Valid Date 3 Day Waiver

Filing County Reg Type Code Record Status

Go to the General tab. Change the “N” to a “Y”, click out of the 3 Day Waiver field, the Valid Date field will change to the appropriate validation date.

Application Date Valid Date 3 Day Waiver

09/12/2025 09/12/2025 Y

Home File Search Documents Fee/CA's Action Linking Tools Batch Administration Help

Marriage: 1553568

Image count: 0 Water count: 0 Alerts: 0 Save

General Party A Party B **Application/License** Marriage Return Flags DAS Application

Social Security Numbers

Update SSN for Party A Update SSN for Party B

Update SSN for Party A Update SSN for Party B

Anticipated Ceremony Information - Optional

Ceremony Date Officiant

Date Completed Completed by

License Complete

License Complete: N

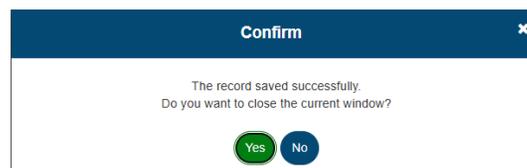
State Use Only: Y

Go back to the Application/License tab. Change the “N” to a “Y”.

Click the **SAVE** button.

A dialog box will appear stating the record has been successfully saved.

Click the **OK** button.



Linking CAS Application

The screenshot shows the Iowa Health and Human Services portal interface. The top navigation bar includes 'Home', 'File', 'Search', 'Documents', 'Fee/CAS', 'Action', 'Linking', 'Tools', 'Batch', 'Administration', and 'Help'. The 'Linking' menu is highlighted with a red box, and its sub-menu item 'Applicant' is also highlighted with a red box. Below the navigation bar, the page displays 'Marriage: 1553568' and various sections like 'Social Security Numbers', 'Anticipated Ceremony Information - Optional', and 'License Complete'. A dialog box titled 'Leave site?' is open, asking 'Changes you made may not be saved.' with 'Leave' and 'Cancel' buttons.

Linking to Fee/CAS Record:

From the marriage event, click **Linking > Applicant**

A dialog box will appear asking if you want to “Leave site”?

Click the **Leave** button.

Linking: Applicant

The screenshot shows the 'Linking: Applicant' search results page. It features a search bar with 'Search Criteria' and 'Search Result' tabs. Below the search bar, there are buttons for 'Flat View', 'Export', 'Images: 0', 'Notes: 0', and 'Display'. The 'Display' button is highlighted with a red box. Below the buttons, there is a table with columns for 'Date Application', 'Applicant Number', 'Application Status', 'Application Date Completed', 'Date Received', and 'Req or Appl First Name'. The table contains one row of data: '09/12/2025', '1373556', 'PENDING', and 'Travis'.

Double click on the application result or click on the **DISPLAY** button to view the Application request.

CAS Application – Adding 3-day Waiver

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Applicant: 1373558 Image count: 0 Notes count: 0 Alerts: 0 Save

Application Request to Inventory Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Application Status

Applicant Number: 1373558
 Date Of Application: 09/12/2025
 Application Type: MAIL
 Assigned To Queue: MARRIAGE LICENSE
 Priority: NORMAL
 VC Order/Tracking #:
 Identification:
 Date Received:
 Application Status: PENDING
 Date Completed:
 Completed By:
 VC Shipping Type:
 Email CAS Status:
 Total \$ Charged: \$35.00
 Total \$ Paid: \$35.00
 Amount Due: \$0.00

Applicant Information

First Name: Travis
 Middle Name:
 Last Name: Kelce
 Company/Agency Name:
 Country: United States
 State Name: Iowa
 City:
 Address 1:
 Address 2:
 Zipcode:
 Zip + 4:
 Phone - Primary:
 Fax - If Applicable:
 Email:
 Email CAS Status:
 Is Applicant Address Same As Mailing?
 Total \$ Charged: \$35.00
 Total \$ Paid: \$35.00
 Amount Due: \$0.00

Adding Payment

- Click the **CLEAR PAYMENT FIELDS** button this.
- The Payment Date will pre-populate. Choose the payment type, enter check number (if applicable) and enter amount paid.
- Click the **ADD PAYMENT** button. The payment grid will reflect the payment.

Payment Information

Payment Date	Payment Type	Check Num	Amount	Applicant ID	Payment ID	Modify Date	Create Date	Retu...
09/14/2025	CHECK	425	\$ 40.00	1373556	1243114	09/14/2025	09/14/2025	

1 - 1 of 1 items

Display

Clear Payment Fields

Clear Payment Fields

Payment Date: 09/14/2025
 Payment Amount: \$40.00
 Payment Type: CHECK
 Check/CC/MO #: 425

Update Payment

Update Payment

Service Information

Clear Service Fields

Clear Service Fields

Service Type

Waiver

Fee Type

Standard

Copies

1

Status

COMPLETED

Cost

\$0.00

Add New Service

Add New Service

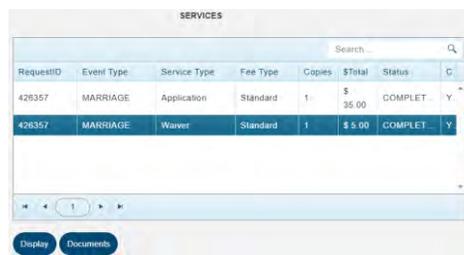
Next add the Service Information.

Click the **CLEAR SERVICE FIELDS** button.

Enter or choose from the dropdown:

- Service Type: **Waiver**
- Fee Type: Standard
- Copies: 1
- Status: **Completed**

Click the **ADD SERVICE** button. The service will populate in the grid on the Service Section.



RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C
426357	MARRIAGE	Application	Standard	1	\$ 35.00	COMPLET	Y
426357	MARRIAGE	Waiver	Standard	1	\$ 5.00	COMPLET	Y

Click the 'X' on the tab to close out of IVES or click on the Home menu to continue working in IVES.

General Party A Party B Application/License Marriage Return Flags **CAS Application**

Create CAS Application & Request

Create CAS Application under which name?

A ▾

First Name: Tom
 Last Name: Sawyer
 Pickup or Mail Certificate: Mail ▾
 Country: United States ▾
 State: Iowa ▾
 City: ▾
 Address:
 Zipcode: ▾

Create Application & Request Total amount owed: \$40.00

Remove Waiver (highlighted with a red box)

Remove Waiver

Message from webpage

The Waiver Service was removed from order

Ok

Removing 3-day waiver

Open the marriage event, go to the CAS Application tab. On the CAS Application tab:

1. Click on the Remove Waiver button which will change the Total Amount Owed from \$40 to \$35.
2. A message will pop-up stating the Waiver Service was removed from the order. Click **OK**
3. Go to the Payment paragraph>change the Amount to \$35.
4. Click the **SAVE** button.
5. A message will pop-up stating the record has been successfully saved. Click **OK**

Payment Information

Payment Date	Payment Type	Check Num	Amount	Applicant ID	Payment ID	Modify Date	Create Date	Retu...
09/14/2025	CHECK	425	\$ 40.00	1373586	1243114	09/14/2025	09/14/2025	

1 - 1 of 1 items

Display

Clear Payment Fields Clear Payment Fields

Payment Date: 09/14/2025

Payment Amount:

Payment Type: CHECK ▾ Check/CC/MO #: 425

Update Payment Update Payment

Note: The General tab will show the 3 Day Waiver box changed from a "Y" to an "N" and the Valid Date field will also change to the appropriate validation date.

Home File Search Documents Fee/CAS Action **Linking** Tools Batch Administration

Marriage: 1553571

General Party A Party B Application/License Marriage Ret...

Applicant
To Marriage Change Request

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	\$Total	Status	C
1480941	MARRIAGE	Application	Standard	1	\$ 35.00	COMPLET...	Y

Display Documents

On the CAS Application tab of the marriage record:

6. Go up to the Linking menu > click on **Applicant**
7. A dialog "Leave Site" message appears > Click **Leave**

On the Request to Inventory tab, the service now shows \$35 w/the removal of the \$5 waiver service.

Change the payment to reflect the amount.

8. Go to the Payment Information paragraph. Change the payment amount from \$40 to \$35.
9. Click the **UPDATE PAYMENT** button.
10. Click the 'X' on the tab to close out of IVES NX or click on the Home menu to continue working in IVES NX.

Marriage Return – Registration

Home File Search Fee/CAS Tools Batch Blank Forms Administration Help

607

IOWA | Health and Human Services
Public Health

ATTENTION ALL USERS!

All users of the IVES are required to log into the system themselves using the username and password assigned to them by the state. It is a violation of the IVES Participation Agreement to use someone else's username and password to access IVES.

Messages

From	Subject	Message	Received	Event	Local File Number
No messages to show.					

Work Queues

CAS Requests Pending	2
M App Pending	2
M Change Request - Pending	1
M Change Request - Rejected	0
M Pending Marriage Return	331
Verification - Completed	271
Verification - Pending	0

Searches

County Reports

On the Home page, go to the Work Queues located on the right side of the page.

Click **M Pending Marriage Return**.

Marriage Return Tab

Marriage: 1553571 Image count: 0 Notes count: 0 Alerts: 0 Previous Event Save

General Party A Party B Application/License **Marriage Return** Flags CAS Application

Filing

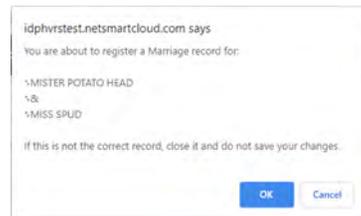
Date of Marriage

State of Marriage Place of Marriage - County City/Town

Date Filed

Record Completed? Date Completed Completed By

1. On the Marriage Return tab, enter the Date of Marriage.
2. A pop-up message will appear to verify the correct couple is being registered. Click the **OK** button.



State of Marriage defaults to Iowa (Marriage must have occurred in Iowa).

Marriage: 1553571

Image count: 0

Notes count: 0

Alerts: 0

Previous Event

Save

General Party A Party B Application/License **Marriage Return** Flags CAS Application

Filing

Date of Marriage

State of Marriage

Iowa

Place of Marriage - County

City/Town

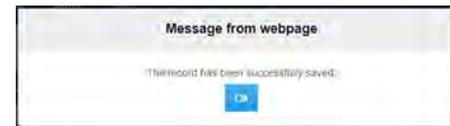
Date Filed

Record Completed?

Date Completed

Completed By

3. Enter the Place of Marriage – County
4. Enter the City/Town
5. Enter the Date Filed (This should be the SAME date the County Recorder’s Signature will be dated on the Certificate of Marriage)
6. Enter ‘Y’ for Record Complete and tab out of the field. *The **Date Completed** and **Completed By** will default with the current date and the user’s name.*
7. Pop-up messages appear; state the record has been numbered and the record has successfully saved. **Click OK.**



8. **Attach Certificate of Marriage & Marriage Application to IVES before going to the CAS Application.** Go to page 61 for instructions on how to attach images/documents.
9. Go to the CAS Application tab.

CAS Application Tab after Marriage Return Filed

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Marriage: 1553571

Image count: 0 Notes count: 0 Alerts: 0 Save

General Party A Party B Application/License Marriage Return Flags **CAS Application**

Country: United States State: Iowa City: []

Address: [] Zipcode: []

Create Application & Request Total Amount owed: \$0.00

Remove Waiver: []

Payment

Payment Type: CHECK Check/NO Number: 425 Amount: \$35.00

Add Payment: [] Print Request Receipt: []

Add Certificate to Request

Pickup or Mail Certificate: Mail Address Change?: N

Country: United States State: Iowa City: []

Address: [] Zipcode: []

Add Certificate to Request Certificate Added to Request? []

Add Certificate to Request: []

CAS IDs

Applicant ID: 1573566 Request ID: 1480847 Payment ID: 1243113 CAS Created by: Nicholas Samual

New Address?

If the address of the couple has change, enter the new address here. The address will change in CAS.

Add the No Fee Certified Copy Request to the CAS Application

On the Add Certificate to Request paragraph, click on the **ADD CERTIFICATE TO REQUEST** button.

- You can only click this button once. If the couple wants more than one certified copy, all additional requests must be entered into CAS manually.

Popup message confirming the certified copy service has been added. Click **OK**.

Message from webpage

Certified Copy Service Added to Order

OK

Home File Search Documents Fee/CAS Action **Linking** Tools Batch Administration

Marriage: 1553571

General Party A Party B Application/License Marriage Ret...

Applicant
To Marriage Change Request

Next link to the CAS Application

From the marriage event:

Go up to the **Linking** menu > click on **Applicant**.

A dialog "Leave site" message appears. Click the **Leave** button.



Linking: Applicant

Search Criteria

Search Result

Double click or click on the Display button of your search result to view the CAS application.

Flat View

Export

Images: 0

Notes: 0

Display

Group By:

Date Application	Applicant Number	Application Status	Application Date Completed	Date Received	Req or Appl First Name
09/14/2025	1373566	Completed			Tom
09/14/2025	1373566	Completed			Tom

Printing the initial No Fee Certified Marriage Certificate

The screenshot shows the CAS Application interface for applicant 1373566. The interface is divided into three main sections:

- Request Information:** Contains fields for Event Type (MARRIAGE), Event State File Number, Event Begin Date, Event End Date, Purpose Type (MARRIAGE), Relationship (Self), First Name (Tim), Middle Name, Last Name (Sawyer), Suffix, and Request Status Type (COMPLETED).
- Service Information:** Contains fields for Service Type (Certified Copy), Fee Type (No Fee), Copies (1), Status (PENDING), and Cost (\$0.00).
- Requests/Services/Inventory Information:** Contains two tables:
 - REQUESTS:** A table with columns RequestID, Event, First Name, Middle Name, Last Name, Status, and S/N. It shows one record: RequestID: 148841, Event: MARRIAGE, First Name: Tim, Middle Name: Sawyer, Status: COMPL.
 - SERVICES:** A table with columns RequestID, Event Type, Service Type, Fee Type, Copies, \$TOL, Status, and C. It shows two records:

RequestID	Event Type	Service Type	Fee Type	Copies	\$TOL	Status	C
148841	MARRIAGE	Application	Standard	1	\$ 75.00	COMPLETED	Y
148841	MARRIAGE	Certified Copy	No Fee	1	\$ 0.00	PENDING	Y

A red box highlights the 'Search To Print Event Record' button in the Requests/Services/Inventory Information section. A blue arrow points from the 'Certified Copy' service type in the Service Information section to the 'No Fee' service type in the SERVICES grid.

CAS Application

On the CAS Application, click on the **Request to Inventory** tab. *The No Fee pending service has been added to the request.*

On the Requests/Service/Inventory Information paragraph:

- Click the No Fee pending in the Services grid
- Click the **SEARCH TO PRINT EVENT RECORD** button

Flat View Export

Images: 1 Notes: 0 Display

Group By:

Marriage ID	SFN	County License #	Party A - First Name	Party A - Middle Name	Party A - Current Last Name	Last
657566	1964000844	087-1964000844	TOM	W	SAWYER	SAV

The Search result grid for the event appears. Click the **DISPLAY** button or double-click on the grid to open the record.

DO NOT PRINT FROM THE SEARCH SCREEN.

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Marriage: 657566

Documents

- M CERT IMAGE MARRIAGE COUNTY
- M Consent for Minor BLANK
- M Plain Paper Image Copy

General Party A Party B Application/License Ma

System

The marriage record appears. Go to **Documents> Documents> M CERT COPY MARRIAGE COUNTY**

STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATE OF MARRIAGE
Marriage Ceremony Performed in the State of Iowa

114-2021-00041

County: Polk
Address: 072-202105003

NAME	DATE OF BIRTH	SEX	HAIR	EYES	HAZEL	HAIR	HAIR	HAIR	HAIR
Groom									
Bride									

NO NOTATIONS

The certificate will appear. In the top right corner, click the **PRINT** icon.

Print 1 sheet of paper

Destination: HP LaserJet Professional

Pages: All

Copies: 1

More settings

Print Cancel

STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATE OF MARRIAGE
Marriage Ceremony Performed in the State of Iowa

114-2021-00041

County: Polk
Address: 072-202105003

NAME	DATE OF BIRTH	SEX	HAIR	EYES	HAZEL	HAIR	HAIR	HAIR	HAIR
Groom									
Bride									

NO NOTATIONS

THIS COPY NOT VALID UNLESS UNALTERED AND PREPARED ON CERTIFIED SECURITY PAPER

3/29/2021
DATE ISSUED COUNTY REGISTRAR
County of Hancock Polk

Deputy State Registrar

The printer dialog box will appear. This dialog box is specific to general printing, and all printers should be available.

- Choose the correct printer from the Destination field.
- Enter the number of copies requested.
- If applicable, choose additional settings based on YOUR PRINTER setup.

Click the **PRINT** button

STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATE OF MARRIAGE
Marriage Ceremony Performed in the State of Iowa

114-2020-000167

COUNTY Polk
LICENSE NUMBER 077-202000167

BRIDE	BRIDE'S NAME BEFORE MARRIAGE FIRST Ken	MIDDLE	LAST Doll	SUFFIX, if any Doll
GROOM	GROOM'S NAME AFTER MARRIAGE FIRST Ken	MIDDLE *...*	LAST Doll	SUFFIX, if any
RESIDENCE - STATE (Print and U.S. name if foreign country)	RESIDENCE - COUNTY Iowa Dallas	RESIDENCE - CITY, TOWNSHIP, OR LOCATION Clive	DATE OF BIRTH (Month, Day, Year) 05/06/1996	SEX Male
BRIDE'S NAME PRIOR TO ANY MARRIAGE *...*	FATHER'S NAME PRIOR TO ANY MARRIAGE *...*		MOTHER'S NAME PRIOR TO ANY MARRIAGE *...*	
BRIDE'S NAME BEFORE MARRIAGE FIRST Barbie	MIDDLE	LAST Gief	SUFFIX, if any	Gief

Once the record is printed, close all the browser tabs to get back to the **Applicant** page to enter the safety paper number and complete the application.

HOME File Search Documents Fee/CA Action Linking Tools Batch Administration Help

Applicant: 1373566

Application **Request to Inventory** Mailing Billing Reassign Request Flags Return & Notes VPA Returns

Request Information

Clear Request Fields

Event Type: MARRIAGE

Event State File Number:

Event Begin Date:

Event End Date:

Relationship: Self

First Name: Tom

Middle Name:

Last Name: Sawyer

Suffix:

Update Request

Service Information

Clear Service Fields

Service Type: Application

Fee Type: Standard

Copies: 1

Status: COMPLETED

Cost: \$15

Update Service

Requests/Services/Inventory Information

REQUESTS

RequestID	Event	First Name	Middle N.	Last Name	Status	SFN
1480941	MARRIAGE	Tom		Sawyer	COMP.	

Display

SERVICES

RequestID	Event Type	Service Type	Fee Type	Copies	STG#	Status
1480941	MARRIAGE	Application	Standard	1	\$ 55.00	COMPLETED
1480941	MARRIAGE	Certified Copy	No Fee	1	\$ 0.00	COMPLETED

Display Documents

On the Application, click on **Request to Inventory** tab.

On the bottom right of the Requests/Services/Inventory Information paragraph:

- Enter the first piece of security paper number in the Inventory Begin # field.
- Enter the last piece of security paper number in the Inventory End # field. *If it is one piece of paper, enter the same number in each field.*
- Click the **USE INVENTORY** button. The Services grid will be marked as COMPLETED.
- Change the Request Status Type to COMPLETED.
- Click the **UPDATE REQUEST** button.
- Click the "X" on the tab to close out of IVES or click on the Home menu to continue working in IVES.

Attaching Certificate of Marriage to IVES

Final Steps

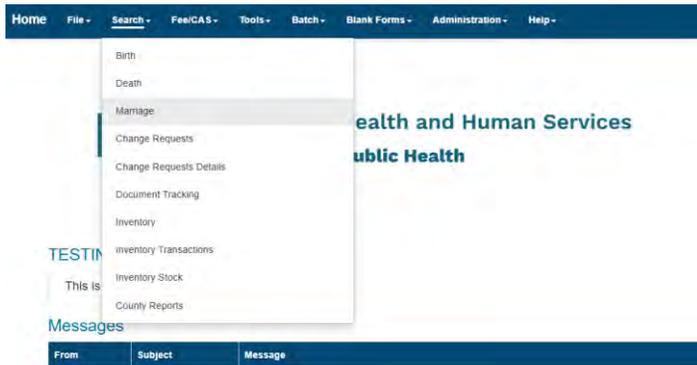
- Original Certificate of Marriage documents **MUST** be mailed to the State for review.
- Counties **ARE REQUIRED** to attach the Certificate of Marriage (w/signature) to the **MARRIAGE RECORD** in IVES.
- Include the front and back sides of the certificate in the attachment.
- When loading the file, counties must name the document "Certificate of Marriage" in the Description field.
- Do NOT redact the social security number.
- It is best to attach the Certificate of Marriage before linking to the Applicant to print the No Fee certificate.
 - If the county chooses to attach marriage documents to IVES, the original documents may be destroyed AFTER the Certificate of Marriage has been filed and sent to the State. Documents that can be uploaded include, but are not limited to, the marriage application, consent for minor, 3-day waiver, etc.
 - Applications for a license to marry are public documents once the license has been picked up or mailed to the applicants.
 - Counties need to complete the Marriage Application Cancellation Request form located on the County Recorder Portal when licenses are not picked up within 6 months of the application date. This form is required to be loaded to the marriage record.
 - Notify the County Recorder Oversight Manager once the completed form has been loaded to the record.
 - The State will deactivate the record.

NOTE: Certificate of Marriages will not be able to be viewed 24-48 hours after being uploaded. The IVES system will restrict the county view function in an effort to protect original signatures contained in the Certificate of Marriage.

Marriage Current Correction/Change Request

County Recorders can request a current correction to a **registered marriage record** for marriage records registered in their **jurisdiction**. The recorders will complete a correction request and submit it to Vital Records for approval.

Current Correction is a data entry error or omission made by the county at the time the event was created and within **one year of the date of the event**.



From the Home page, click **Search>Marriage**

Enter the information into one of the fields.
Click the **SEARCH** button.

 A screenshot of the 'Search (Marriage)' form. The form is divided into three columns of input fields. The first column includes fields for Marriage ID, Party A (First Name, Middle Name, Last Name prior to any marriage, Last Name after Marriage), Party B (First Name, Middle Name, Last Name prior to any marriage, Last Name after Marriage), Date Filed, Valid Date, Record Status, and User Location. The second column includes fields for SFN, Party A (Middle Name, Last Name after Marriage), Party B (Middle Name, Last Name after Marriage), Date State Verified, Year of Marriage, and OK_TO_PRINT. The third column includes fields for County License #, Party A (Current Last Name), Date of Marriage, Party B (Current Last Name), Place of Marriage - County (dropdown), Application Date, Filing County (dropdown), and License Completed? (dropdown). There are 'Clear' and 'Search' buttons at the top right of the form.

Search (Marriage)

Search Criteria Search Result

Flat View Export

Images: 0 Notes: 0 Display

Group By:

Marriage I...	SFN	County License #	Party A - First Name	Party A - Middle Name	Party A - Current Last Name	Last
1553571	2025000008	077-2025000016	Tom		Sawyer	Saw

The search result grid shows all the marriage records that meet the search criteria.

Double click on the record of choice or highlight the record of choice and click on the **DISPLAY** button.

Home File Search Documents Fee/CAS Action Linking Tools Batch Administration Help

Marria

New Marriage CTRL+M
 Save CTRL+S
 Save Without Edits CTRL+Z
 Change Requests
 Inventory
 Application

General

Create

Create Change User Location
 Log Out

First N
 Tom

Country
 United States

Address

Last Name
 Sawyer

State
 Iowa

Zipcode

Create Application & Request
 Create Application & Request

Total amount owed
 \$0.00

Remove Waiver
 Remove Waiver

On the marriage record. Go to the menu and click **File > New > Change Requests**

Leave site?

Changes you made may not be saved.

Leave Cancel

Message appears confirming you are leaving the current site.

Click the **LEAVE** button.

Change Request window opens:

1. On the Modification/Correction paragraph select CORRECTION from the “Modification” dropdown field.
2. On the Documentation paragraph select ERROR-TYPO from the “Documentation Used” dropdown field.
3. Click the **SAVE** button.
4. A pop-up message will appear to confirm the record is saved and will ask if user wants to leave the current window. Click the **NO** button.

A popup message will appear indicating counties can only request a correction for marriage records that are within their county. – Click **OK**.

Corrections

Initialize Correction Fields

[Initialize Correction Fields](#)

Item Description

Original Value

Corrected Value

Print Notations On Certificate?

Date

Template for Cert Comments

Extra Text

The Following is How The Notations Will Appear On The Certificate

Add New Correction

Save Approved Item?

On the Corrections paragraph, click the **INITIALIZE CORRECTION FIELDS button.**

Corrections

Clear Correction Fields

[Clear Correction Fields](#)

Original Value

Print Notations On Certificate?

Template for Cert Comments

Extra Text

The Following is How The Notations Will Appear On The Certificate

Add New Correction

[Add New Correction](#)

Item Description

- General / System / Application Date
- General / System / 3 Digit Value
- Party A / Party A - Current Name / Designation
- Party A / Party A - Current Name / First Name
- Party A / Party A - Current Name / Middle Name
- Party A / Party A - Current Name / Current Last Name
- Party A / Party A - Current Name / Last Name prior to any marriage

Choose the specific item to be corrected from the "Item Description" dropdown menu.

Item Description	Original Entry	Corrected Entry	Approved	Print On Cert?	Working on Certificate	Date	Notified (Time)	Version

Corrections

Clear Correction Fields

Item Description: Party A / Birthplace / Date of Birth

Original Value: [Field]

Corrected Value: [Field]

Print Address On Certificate? [N]

Date: 09/15/2015

Response On Cart Comments

Extra Text

The Following is How The Notations Will Appear On The Certificate

Add New Correction:

Item Description	Original Entry	Corrected Entry	Approved	Print On Card?	Reason for Correction	Time	Updated/Printed?
Party A / Birthplace / Date of Birth	[Field]	[Field]					

Tab to the “Corrected Value” field. *The current value of the field will be shown in the “Original Value” field.*

8. Enter the Corrected Value
9. Click the **Add New Correction** button.
 - a. Grid is generated to show the item to be corrected.
10. Click the **SAVE** button.

If more than one item needs to be corrected, repeat steps 5 through 9 listed above. The grid at the bottom of the window will display all fields with corrections requested.

Change Requests: 2180608

The screenshot shows a web interface for a change request. At the top, there are tabs for 'Change Request', 'Approval', and 'Flags'. The 'Approval' tab is active. Below the tabs, there are three main input fields: 'Initial Entry Completed & Ready To Approve By State?' with a dropdown menu, 'Date Completed' with a date picker, and 'Completed by' with a text input field. To the right of these fields are buttons for 'Image count: 0', 'Note count: 0', 'Alerts: 0', 'Previous Event', and 'Save'. Below the main form area, there is a section labeled 'Optional: Reason For Change' with a text area.

Attach the supporting documentation (Application for License to Marry OR original copy of Certificate of Marriage). See Scan & Attach process on page 86 of the manual.

10. Click on the Approval tab, enter Y in “**Initial Entry Completed & Ready to Approve by State**” field and tab to the “**Date Completed**” field. The system will auto-fill the date and the name of the User.
11. Click the **Save** button. This will route the request to Vital Records for approval.
12. A pop-up message will appear to confirm the record is saved and will ask if user wants to leave the current window.
13. Click **Yes** the button.

Rejected Marriage Current Correction

Home File Search Fee/CAS Tools Batch Blank Forms Administration Help
1406



Work Queues

CAS Requests Pending	23
M App Pending	13
M Change Request - Pending	9
M Change Request - Rejected	3
M Pending Marriage Return	1292
Manner of Death Update	25
Verification - Completed	39
Verification - Pending	2

Searches

County Reports
M Change Request - Cancelled
M Change Request - Completed

If the correction request is rejected by the State, it will appear in the **M Change Request-Rejected** Work Queues.

Click on **M Change Request-Rejected**

Upon approval of the correction request, no notification will be issued. It is recommended that counties utilize the IVES system to verify the status of the marriage correction and confirm whether the change has been authorized.

Messages

From	Subject	File Number
No messages to show		

Work Queue: M Change Request - Rejected

Search Criteria

Search Result

Flat View

Export ▾

Images: 0

Notes: 0

Display

Group By:

Event State File Number	First Name (Record)	Last Name (Record)	Event ID	Event Year	Create Date	Event	M
2020015092	Logan	Torrez	1541922	2021	01/04/2021	Marriage	C
2022000009	Bruce	Figgins	1466466	2022	01/24/2022	Marriage	C
2023000009	Saturday	Fever	1553335	2023	04/26/2023	Marriage	C

The search result will show a grid of all the rejected marriage correction requests.

Double click on the record of choice or highlight the record of choice and click on the **Display** button.

1 - 3 of 3 items

Change Requests: 2180346

Image count: 0

Notes count: 0

Alerts: 0

Save

Change Request **Approval** Flags

Approval

Initial Entry Completed & Ready To Approve By State? Date Completed Completed by

Optional: Reason For Change

Some Items Were Updated Previously? Reason for Update Signed?

Signed by Date Signed

Go To Update Event

Remove Notations to print on Certificate Rejected Flag

Reason/Notes for Rejection

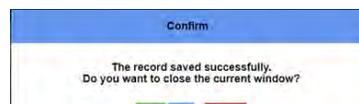
Click on the **Approval** tab. Users will notice the Y in “Initial Entry Completed & Ready to Approve by State” field has been reverted back to an N, along with the removal of the date and the person that completed the request. This allows the user to make the necessary update to the request.

Review the message in the “**Reason/Notes for Rejection**” field. Make the necessary change(s), which could be attaching supporting documentation to the request, adding the item to be corrected, missing item to be corrected, etc.

Once the change(s) have been corrected, go to the **Approval** tab, enter Y in “**Initial Entry Completed & Ready to Approve by State**” field and tab to the “**Date Completed**” field. The system will auto-fill the date and the name of the User.

Click the **Save** button. This will route the request to Vital Records for approval.

A pop-up message will appear to confirm the record is saved and will ask if user wants to leave the current window. Click the **Yes** button.



Remitting Certification of Marriage Documents

1. County recorders will print the Marriage Registration Report weekly in accordance with the ACH periods.
 - a. The total number of marriages filed in IVES during the ACH period will show on the Marriage Registration Report. The total number of marriages is entered on the Weekly Transmittal Report.
2. The Marriage Registration Report should be used to audit marriages filed during the ACH period. If a discrepancy is found during the audit, further investigation will be required to reconcile the issue.
 - a. For example, the report shows 5 marriages, and you have 6 original Certificate of Marriage documents; this would indicate that one of the marriages is not marked as filed in IVES.
3. The Marriage Registration Report, along with all original Certificate of Marriage documents, **must be mailed to the state within 2 business days after the ACH period ends.**

Contact Information

Administrative Support Assistant Staff Assists county recorders with correcting marriages within one year from the date of marriage, reviewing acceptable or rejected marriage returns, and collecting original certificates of marriage.	515-281-4507
Program Planner Provides oversight for the County Recorders. Manages operations and escalation of issues, training, and marriage registration.	515-281-6845
IVES Helpdesk Provides technical support for the Iowa Vital Event System	866-309-0831