



County Recorder Marriage Processing

Updated 1/23/2018

Accepting an Application for Marriage

1. Ensure all required fields on the paper application have been completed.
 - a. This includes “last name prior to any marriage”.
2. An ‘X’ should appear in fields that are not required and information is not provided.
3. There should be no scribbles, parentheses, symbols, or white out.
 - a. “Full legal name change adopted through marriage” must be clear and legible.

Accepting a Signed Certificate of Marriage Document

1. No alterations to fields 1a through 12.
2. No cross-outs or scribbles in the signatures of the parties to marry, witnesses or officiant fields 13a, 14a, 15a, 16a or 17a
3. No more than a single line cross-out in any other fields (excludes fields 1a through 12)
4. No white out on the document.
5. No large stains (coffee, beverage, other) on the document.
6. Counties must ensure they are entering the Date of Ceremony (**field 18a**) from the paper Certificate of Marriage into IVES as the Date of Marriage on the Marriage Return tab.
 - a. Do not use the date from the Date Signed fields 13c, 14c, 15c, 16c or 17c.
7. The Date Filed (**field 19b**) on the paper Certificate of Marriage must match the Date Filed in IVES on the Marriage Return tab.
8. The Date of Marriage must appear correctly on the back of the paper Certificate of Marriage.

Issuing a certified copy of a Certificate of Marriage after filing

1. The free certified copy issued at time of registration **must** be printed from IVES as a data record.
2. DO NOT issue certified copies of the original Certificate of Marriage paper document that has the signatures on it.

Reporting to State - Transmittal Process

1. Transmittal logs must be sent within one week of the completed ACH period.
2. Week Range/Year should match the time frame of the ACH period.
3. The total number of marriages registered in IVES for the transmittal time period should equal the total number of paper Certificate of Marriage documents mailed each week.
4. Transmittal log **MUST** accompany the original Certificate of Marriage(s) documents registered within the same time frame of the ACH week.
5. Do NOT send original Certificate of Marriage documents without a transmittal log.
6. Total number of marriages noted on each weekly transmittal **MUST** match the total number of original marriage documents in the weekly envelope to the bureau.
7. Transmittal logs may be emailed/faxed **ONLY** if **NO** original Certificate of Marriage document(s) were registered in IVES during the time frame of the ACH and no original documents are being mailed.
8. Email/fax transmittal logs (when there are no certificate of marriage documents) to linda.drake@idph.iowa.gov. Do not email to the ACH email address.