

Direct and Tangible Interest to a Certified Copy in Iowa

Requests from Government Agencies

FEDERAL:

Iowa law grants code-authority to charge federal agencies for certified copies. The agency must comply with the criteria for requesting a certified copy and proving entitlement. They may qualify if the copy is to be used for their administrative purposes – but not for their own personal use or their client's personal use.

- **Recruiters of the Armed Forces – verifications with the State.**
 - Recruiters are not entitled to a certified copy at the time the person is applying to enter the armed forces (i.e., the person is not yet in the service).
 - Recruiters qualify for verifications at no charge with the Bureau of Health Statistics under Administrative Rule 641—104, which authorizes the state registrar to furnish federal, state, county or municipal government agencies with confidential verifications of facts contained within a vital records when used within their official duties. *No verification information may be provided over the telephone by the Bureau of Health Statistics.*
 - Recruiters must complete form #372, fax the form to the Bureau of Health Statistics and arrange pick up of the verification from the Bureau of Health Statistics. There is generally a 2-day turnaround.
 - Recruiters with questions may be referred to the Bureau of Health Statistics.
- **Social Security Administration**
 - SSA must follow the criteria for requesting and proving entitlement, including paying for both verifications and certified copies. Requests should be referred to the Bureau of Health Statistics.

STATE, OTHER THAN IOWA:

Iowa law grants code-authority to charge state agencies for certified copies. The agency must comply with the criteria for requesting a certified copy and proving entitlement. The state may qualify if the copy is used for administrative purposes only. *No information about a record may be provided over the telephone by the Bureau of Health Statistics.*

IOWA - STATE, COUNTY, AND MUNICIPAL:

- Verifications:

Iowa law grants code-authority to provide Iowa government agencies verifications of fact at no charge. Requests must be on the approved verification form and mailed or faxed to the Bureau of Health Statistics.

The verification must be needed in order to conduct their official administrative duties. *No information about a record may be provided over the telephone by the Bureau of Health Statistics.* Agencies with questions may be referred to the Bureau of Health Statistics.

Note: All requests made by the Iowa Department of Health and Human Services (HHS) must be made on the approved HHS request form, and submitted to the Bureau of Health Statistics. County registrar offices should NOT process these requests.

- Certified Copies:

Agencies must comply with the criteria for requesting a certified copy and proving entitlement. Fees are to be charged for all certified copy requests to government agencies as authorized by law. The request must be submitted to the Bureau of Health Statistics or county registrar using the approved request form. Agencies with questions may be referred to the Bureau of Health Statistics.

Note: All requests made by the Iowa Department of Health and Human Services (HHS) must be made on the approved HHS request form, and submitted to the Bureau of Health Statistics. County registrar offices should NOT process these requests.

Phone: 515-281-4507
Fax: 515-281-0479
Email: ACH@hhs.iowa.gov
Mail: Iowa Department of Health and Human Services
Bureau of Health Statistics
Lucas State Office Building, 1st Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075