

Reporting Forms & Affidavits

Please note that the process for submitting the official forms has not changed, only the method of obtaining and completing the reporting forms.

As many of the forms as possible have been created as .pdf field-fillable forms, but can be completed legibly by hand or typewriter with permanent dark blue or black ink if the user chooses not to take advantage of the form-fillable option. Be sure to download the form onto your computer first, however – i.e. do not complete the form while online.

The forms should be printed on the special registration security paper supplied by the state vital records office. The official paper can be acquired at no charge directly from the state vital records office by FAXing a request on your official business letterhead to ATTN: SUPPLY CLERK to 515-281-0479 (no cover sheet needed).*** Indicate specifically that the blank “special registration paper” is being requested.

*** Clerks of Court, County Recorders, Hospitals, and Funeral Directors may use their Supply Order Form instead of creating a statement on their business letterhead.

PRINTING THE OFFICIAL FORMS ON THE REGISTRATION PAPER:

Print official reporting forms on the **WHITE** side of the registration paper. If the form is single-sided, it does not matter whether the imprinted seal on the blue side of the paper is at the top or the bottom -- just that the form is printed on the WHITE side. The blue side will copy the word "void" across it. Use the special registration paper for filing vital records reports only.

If the back of the form containing the instructions must be printed on the same sheet as the reporting form, it must be duplexed so that the ‘seal’ on the blue side is in the lower left corner and it does not cover up any text.

There is no cost for the special registration paper. This paper is NOT the certified security paper that County Recorders and the state use to issue “certified” copies of vital records. This is official "registration" paper that is also used by funeral homes to print the death certificate form onto to present for registration, and County Recorders use to print the return of marriage form onto when issuing a license to marry. The registration paper is also used for other special affidavit forms and reporting forms.

The process of submitting the reports and affidavits has not changed – it’s just the ‘form’ itself and the manner in which the form can be acquired and completed.

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