

**APPLICATION INSTRUCTIONS FOR A  
Certified Copy of an  
Iowa Birth, Death, or Marriage Record**

**AT THE COUNTY LEVEL**

**To apply at the county level the following needs to apply:**

**Birth:** Birth must have occurred **in** Clay County  
No legal name changes or adoptions  
Parents must have been married **at the time** of the birth  
(Single parent births **before** July 1, 1995 at the state level only)  
(Single parent births **after** July 1, 1995 at the county level)

**Death:** Death must have occurred **in** Clay County

**Marriage:** Marriage License must have been **applied for in** Clay County

If the birth, death, or marriage occurred from 1921 through 1941, you will need to apply at the state level ONLY.

**Applications may be made in-person or through the mail.**

**If applying in person:**

1. Only **entitled persons** may apply. Entitled persons include the person named on the record or that person's spouse, children, legal parents, grandparents, grandchildren, siblings, or legal representative or guardian. Legal guardians and representation. Applicants must be **18** or older.
2. Applicants need to **show** their current government-issued **photo identification**.
3. Payment of \$15.00 by cash, check or money order is due upon application. Credit cards and debit cards will not be accepted.

**If mailing to the county level:**

1. Complete the "Application for a Search for an Iowa Vital Record". Signature must be **notarized**.
2. Include a **photocopy** of the applicant's current government-issued photo identification.
3. Include a check or money order for **\$15.00** payable to the Clay County Recorder. This fee will not be refunded if a record is not found.
4. Include a self-addressed **return envelope**.
5. Mail to: **Clay County Recorder**  
**300 W 4th St Suite 3**  
**Spencer, IA 51301**