



ESTABLISHING A DELAYED CERTIFICATE OF BIRTH:

If a birth in Iowa has not been recorded within one year of the event, a “Delayed Certificate of Birth” must be established with the state Bureau of Health Statistics. Submit with the appropriate fees:

1. A completed ‘Delayed Certificate of Birth’ form that has been signed in front of a notary public by the individual whose birth is to be registered. A parent or legal guardian must complete and sign the form if the individual to be named on the record is under legal age or is legally incompetent. AND
2. Three supporting documents for persons age seven years or older, two for persons age one year to seven years old. Documents must be from independent sources. Certified copies may be required.
 - When combined, the documents should verify a minimum of the following facts of birth:
 - a) Full name at the time of birth (first, middle, last, and suffix, if applicable);
 - b) Date of birth;
 - c) City and county of birth;
 - d) Mother’s full maiden name (first, middle, and last as it appears on her own birth certificate); and
 - e) Father’s full name (first, middle, and last as it appears on his own birth certificate).
 - Each supporting document must be from an independent source and have been previously established and clearly dated.
 - For an individual age seven years or older, each of the three documents must have been established at least five years prior to the request to register the delayed record.
 - For a child age one year to seven years old, both documents must have been established at least one year prior to the request to register the delayed record.
 - Certified copy of state issued “No Record Found” letter.
 - Examples of documents that may contain supporting evidence for a delayed record are listed on the reverse side of this letter. Documents will be verified for accuracy and validity per the Code of Iowa 144.52 unlawful acts—punishment for providing false information on a legal document.

Assistance. For assistance in completing the delayed certificate form and/or to review your verifying documents, visit any County Recorder’s office in the State of Iowa, call the state vital records office’s general number (515-281-4944) and ask for the delayed certificate clerk, or call directly at 515-242-6759.

Fees. Total fees are \$40 for registrants age 18 and older – a \$20.00 processing fee is required to process a Delayed Certificate of Birth, plus a \$20.00 fee is required for a certified copy of the record. If the record is for a child under the age of 18, the \$20 birth registration fee shall also be collected, making a total of \$60 due from the parent. Submit fees by check or money order with the request, payable in U.S. funds to the Iowa Department of Public Health. (*Fees increased effective 1-1-2014.*)

Timeline. Processing will be completed within about 15 working days after the state office of vital records has received the request, unless additional supporting documents are required.

Submit the completed and notarized Delayed Certificate of Birth form, supporting documents, clear and legible photocopy of the applicant's current, valid, government-issued photo identification (e.g., driver's license), and fees to:

Iowa Department of Public Health
Bureau of Health Statistics, Attn: Delayed Birth Establishment
Lucas State Office Building, 1st Floor
321 E. 12th Street
Des Moines, Iowa 50319-0075

Examples of Supporting Documents

Child's Certificate of Live Birth	Must be a certified copy of the original record on file with the state or local registrar where the birth occurred. Short-form birth certificates from some registration districts may be refused.
Military entry or discharge papers	At a minimum, must identify the date of birth, registrant's name, and dates of military service. Must be certified.
Certificate of Marriage	Generally reflects ages, birthplaces, and names of parents. Must be a certified copy of the original record on file with the state or local registrar where the license to marry was obtained.
Employment record	Statement prepared by a company of long-term employment on their letterhead. At a minimum, must reflect the date of birth, registrant's name, and dates of employment.
School enrollment or transcript records (but NOT a diploma)	Available from the Area Education Agency serving the school district you attended. Contact your school district for more information. At a minimum, must reflect the date of birth, registrant's name, enrollment and attendance dates, and a parent's name.
Life insurance policy or pension plan	Submit a statement prepared by the company on their letterhead. At a minimum, must reflect date of birth, registrant's name, and effective date of the policy or retirement plan.
Hospital or physician medical record	A hospital or physician medical record that provides the facts of the birth. For older registrants, may be a statement on hospital or physician's letterhead that attests to the facts of birth and includes the date of the original record.
<u>Social security application (i.e., "micro print")</u>	A copy of the original social security application (<i>ask for the "micro print"</i>) from a district Social Security Administration field office. Or contact the: Department of Health, Education & Welfare Social Security Administration Baltimore, Maryland 21235 1-800-772-1213

• **NOTE:** *If the Delayed Certificate of Birth is for the purpose of Social Security or Passport application, first check with those agencies to see if they actually need the Delayed Certificate of Birth. If a delayed record is established, those offices also often ask to see the supporting documents that were used to establish the delayed record. Depending on the age of the registrant, those offices may instead accept a state-issued "Notification of No-Record" certificate along with supporting documents.*