**SOUTH DAKOTA**

**VITAL RECORDS CERTIFICATE REQUEST**

- vitalrecords.sd.gov •

Instructions for completing this form are located on the back of this document. Failure to follow the instructions may result in a significant delay in processing your request. Please read carefully.

### Section 1: Complete with your own information.

<table>
<thead>
<tr>
<th>YOUR FULL NAME</th>
<th>ADDRESS (IF PO BOX, INCLUDE STREET ADDRESS OF RESIDENCE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>YOUR SIGNATURE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

### Section 2: For applicants applying by mail only

MAIL APPLICANTS ONLY: If copy of ID is not provided this application must be signed in front of a notary.

<table>
<thead>
<tr>
<th>Notary Seal</th>
</tr>
</thead>
</table>

Signature of Notary Public:

Subscribed to and sworn before me this (date):

My commission expires:

### Section 3: Provide the record information you are requesting. All copies are $15.00 each.

#### BIRTH

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH</td>
<td>CITY AND/OR COUNTY OF BIRTH</td>
<td># OF COPIES REQUESTED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOTHER/PARENT FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>MAIDEN NAME (REQUIRED)</th>
<th>LAST NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PARENT B FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>MAIDEN NAME (IF APPLICABLE)</th>
<th>LAST NAME</th>
</tr>
</thead>
</table>

Your Relationship:

- Child
- Parent
- Current Spouse
- Grandparent, grandchild over 18, or sibling only
- Guardian
- Designated Agent
- Personal or Property Right
- Funeral Director, Attorney, or Physician

Type of Copy:

- Certified
- Informational
- Certified Photostatic
- Informational Photostatic

#### DEATH

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF DEATH</td>
<td>CITY AND/OR COUNTY OF DEATH</td>
<td># OF COPIES REQUESTED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Your Relationship:
- Child
- Parent
- Current Spouse
- Grandparent, grandchild over 18, or sibling only
- Guardian
- Designated Agent
- Personal or Property Right
- Funeral Director, Attorney, or Physician

Type of Copy:

- Certified
- Informational
- Certified Photostatic
- Informational Photostatic

#### MARRIAGE

<table>
<thead>
<tr>
<th>NAMES CURRENTLY ON RECORD: (COMPLETE BOTH)</th>
<th>FIRST PERSON ON RECORD/SPOUSE A</th>
<th>SECOND PERSON ON RECORD/SPOUSE B</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST, MIDDLE MAIDEN NAME</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>CITY AND/OR COUNTY OF MARRIAGE</td>
<td>DATE OF MARRIAGE (MM,DD,YY)</td>
<td># COPIES</td>
</tr>
</tbody>
</table>

| Your Relationship:
- Child
- Parent
- Current Spouse
- Grandparent, grandchild over 18, or sibling only
- Self
- Guardian
- Designated Agent
- Personal or Property Right
- Funeral Director, Attorney, or Physician

Type of Copy:

- Certified
- Informational
- Certified Photostatic
- Informational Photostatic
DESIGNATED AGENTS

The individual who is designating an agent to collect their record must complete this section in addition to the application and have their signature notarized.

I, ___________________________________________________________, after being duly sworn upon oath, do hereby authorize ___________________________________________________________ to act as my designated agent to obtain certified copies of vital records.

Signature of person designating an agent: __________________________

Signature of Notary Public: ______________________________________

Subscribed to and sworn before me this (date): ______________________

My commission expires: ________________________________

Notary Seal

SOUTH DAKOTA VITAL RECORD APPLICATION INSTRUCTIONS

ELIGIBILITY

By state law, vital records are not open for public inspection. Vital records may be issued in the form of a certified or an informational copy. Only certain individuals are eligible to obtain a certified copy of a vital record.

- Self
- Current Spouse
- Parent
- Child
- Guardian - must submit documentation of legal guardianship
- Personal or Property Right - a right to the record not included in the categories above. Must submit documentation of the right with application.
- Funeral Directors, Attorneys, or Physicians - acting on behalf of the family
- Designated Agent - Must be given the authority by an individual to obtain a vital record on his or her behalf
- Next of Kin - grandparents, grandchildren over 18, and siblings only
- Next of Kin

Not qualified to receive a certified copy of a vital record?

Any person who submits an application, identification and the applicable fee can obtain an informational copy.

TYPE OF COPY

- Certified Copy - The copy is computer generated, issued on security paper with a raised seal, and has the signature of the issuing agent.
- Informational Copy - The copy is issued on plain paper and contains the statement “For Informational Purposes Only. Not for Legal Proof of Identification.” The copy does not contain a raised seal or signature of the issuing agent.
- Photostatic Copy (Certified or Informational) - The copy is a photocopy of the original record. This copy may be requested if the computer generated copy does not contain the information needed. Generally, this copy is intended for genealogy purposes.

ORDERING METHODS

Vital Records requests can be made using the following methods

- Mail or In-person
  - A fee of $15.00 per record copy applies.
  - Cashier’s checks or money orders may be made out and sent to:
    PENNINGTON COUNTY REGISTER OF DEEDS
    PO BOX 6160
    RAPID CITY, SD 57709
  - Applicants applying by mail or in-person must EITHER submit a clear copy of a current government issued photo ID that contains the applicant’s signature OR have a notary public notarize their signature in Section 2 of the application.

- Telephone
  - Order at (605)-773-4961 with a credit card in your name.
  - A fee of $11.50 for expedited processing applies in addition to $15.00 per record copy.

- Internet
  - Order at www.vitalchek.com with a credit card in your name.
  - A fee of $11.50 for expedited processing applies in addition to $15.00 per record copy.