

# VITAL RECORD APPLICATION INSTRUCTIONS

To receive a birth, marriage, or death record you must:

1. Choose a method to order the record (see **Ordering Methods**)
2. Choose the type of identification that you will use (see **Identification**)
3. Determine what fees apply to your request (see **Fees**)
4. Determine if you meet the eligibility requirements (see **Eligibility**)

**\*NOTE\***: If you are ordering multiple types of vital records (e.g., a birth and marriage record) you need to complete Sections 1 and 2 (and Section 3 or 4 if applicable) on this form and the **Application for Vital Records Addendum**.

## ORDERING METHODS

Vital Records Requests can be made using the following methods:

- **Internet** orders at [www.vitalchek.com](http://www.vitalchek.com) with a credit card. An additional fee of \$11.50 for expedited processing applies if you choose this method.
- **Telephone** orders at (605) 773-4961. An additional fee of \$11.50 for expedited processing applies if you choose this method.
- **Mail** orders may be sent to any South Dakota county Register of Deeds or to the State Vital Records Office. Requests made via mail **must submit**: a completed version of this form, the appropriate fees and proof of identity as described below. Please mail requests to the address listed in the upper right portion of the South Dakota Application for a Marriage Record.
- **In-Person** requests can be processed at any South Dakota county Register of Deeds office or at the State Vital Records Office. Please be ready to provide proof of your identity as outlined below in the Identification section, pay the appropriate fees and complete this application form.

## IDENTIFICATION

Applicants who are applying by mail 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 on Section 3 of the application.

**No government issued ID?** You must send a clear photocopy of any **two** of the following:

Social Security Card	Pay stub (must include your name, social security number and the name and address of the business)
Utility bill with current address	Car registration or title with current address
Bank statement with current address	

## FEES - Payment should be made in the form of a money order for mail-in orders. Cash accepted in the office.

Certified or informational copy of a Birth, Marriage, or Death Record or a certified or informational notification of a record searched.....	\$15 per record
Expedited processing fee (phone 605-773-4961).....	\$11.50 in addition to \$15 per record

## 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** (see below to determine if you qualify). **Not qualified to receive a certified copy of a vital record?** Any person who submits an application and the applicable fee can obtain an informational copy of a vital record.

### Certified Copies

When possible, the record will be computer generated, issued on security paper with a raised seal and have the signature of the issuing agent. Applicants can request a **photostatic copy** (a photo copy of the original) if the computer generated copy does not contain enough of the needed information. Individuals eligible for a certified copy are the following:

<u>Self</u> (individual listed on the record)	<u>Designated Agent</u> – Someone given the authority by another individual to obtain a vital record on his or her behalf. You must complete Section 4.
<u>Spouse, Child</u>	<u>Personal or Property Right</u> - A right to the record not included in the categories above. You will be asked to provide information about the right.
<u>Parent, Guardian</u>	
<u>Next of Kin</u> – grandparents, grandchildren over 18 and siblings	
<u>Attorneys, Physicians or Funeral Directors</u> acting on behalf of the family	

### Informational Copies

These copies will be issued on plain paper and contain the statement "For informational purposes only. Not for legal proof of identification." An informational copy will not contain a raised seal or the signature of the issuing agent. When possible all informational copies will be issued from the computer unless a **photostatic copy** (a photo copy of the original) is requested