



Sioux County Recorder's Office

Jessica Kooiker, Recorder/Registrar

Box 48

Orange City, Iowa 51041-0048

Phone (712) 737-2229

Fax: (712) 737-3032

jessicak@siouxcounty.org

To Whom It May Concern:

Enclosed please find the Form you should use to request your Vital Record (Birth/Marriage/Death Record) from Sioux County. Please complete the Form and have the signature notarized. **The Form and \$20.00 fee (payable to Sioux County Recorder) and a Copy of your Driver's License should be returned directly back to my office.** When I get your request and the fee here in my office, I will issue the Certified Copy of the Vital Record and mail it directly back to the Address listed on the Form.

IF YOUR BIRTH OCCURED BETWEEN THE YEARS OF 1921 – 1941, YOU MUST REQUEST YOUR BIRTH RECORD FROM THE STATE OF IOWA. IF A SINGLE PARENT BIRTH OCCURRED BEFORE 1990, THAT RECORD MUST ALSO BE REQUESTED FROM THE STATE OF IOWA. The address is: Iowa Dept. of Public Health

Lucas State Office Building, 1st Floor

321 E. 12th Street

Des Moines, Iowa 50319-0075

If you have any further questions, please feel free to call me at 712-737-2229 or e-mail me at jessicak@siouxcounty.org

Thank you.

Jessica Kooiker

Sioux County Recorder
P.O. Box 48 (Mailing Address)
Orange City, Iowa 51041-0048

Sioux County Recorder
210 Central Avenue SW (physical address for overnight request)
Orange City, Iowa 51041