

## Copy Request Form

### Contact Information

Name: \_\_\_\_\_

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Copy Information

**Standard Copy**

Document Requested: \_\_\_\_\_

Copies	Charge	Quantity	Total Cost
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8.5"x14"	\$0.50/copy		
11"x17"	\$0.50/copy		
State Archives photocopy certification of authenticity	\$2.75/copy		

**Uncertified Copy of Death Certificate**

Please provide the following information found in the Death Certificate Index for the record you are requesting. If the record you are looking for is not found in the index, you will need to submit a Basic Research Request or visit a Research Center in person to determine if the record is available.

Name of Deceased: \_\_\_\_\_ Death Date: \_\_\_\_\_

County: \_\_\_\_\_ Number: \_\_\_\_\_ Box: \_\_\_\_\_

Copies	Charge	Quantity	Total Cost
Uncertified copy of indexed death certificate	\$7.50/copy		

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Selected Method	Delivery Method	Charge	Total Cost
	USPS Mail, 1-15 copies	\$3.00	
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	FAX	\$1.00/page	
	Pickup	Free	

### Payment Information

Prepayment is requested for all copy and image reproduction requests. Please make checks payable to *State Historical Society of Iowa* and send or deliver in-person to the appropriate research center. All requests for uncertified copies of indexed death records should be sent to the Des Moines Research Center. Please do not mail cash.

#### Des Moines Research Center

State Historical Society of Iowa  
 600 E Locust St.  
 Des Moines, IA 50319  
 (515) 281-6200

#### Iowa City Research Center

State Historical Society of Iowa  
 402 Iowa Ave.  
 Iowa City, IA 52240  
 (319) 335-3926