



Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

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Linn Clerk of District Court
Attn: Civil Division
County Courthouse, Third Avenue Bridge
PO Box 1468
Cedar Rapids, IA 52406

DATE: December 22, 2011

FROM: Victoria Hutton, 515/281-5002, victoria.hutton@idph.iowa.gov
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**NOTICE OF REVISION TO
REPORT OF DISSOLUTION OF MARRIAGE OR ANNULMENT**

The revised *Report of Dissolution of Marriage or Annulment* form is effective with divorces or annulments granted on and after January 1, 2012. Please accept our apologies for this late notice, but we hope the revision will make the process more efficient for your offices. We are also developing a field-fillable version that will be made available as soon as possible. Please feel free to e-mail me at the above address so I can send that electronic file for you to download unto your own computer.

Outdated report forms, unfortunately, will not be accepted for dissolution or annulments granted after January 1st. Please recall and shred all old forms once you have reported the petitions granted up through December 31st of this year.

The revised form brings the data collection items in line with the current marriage certificate form and to the U.S. standards.*** The form must still be printed on archivable paper, which can be accomplished a couple ways:

1. The form can be copied/printed onto the official registration security paper the same as the enclosed form. The form must print on the white side since the *blue* side with the vital statistics seal photocopies "void" across it. This official registration security paper is available either from the state vital records office by ordering on the Clerk of Court Supply Order form, or may be obtained from the County Recorder's office if only a few sheets are needed at a time.

(Over)

Report of Dissolution of Marriage or Annulment

Notations:

The words "*court*" and "*clerk of the court*" are italicized and boldfaced only for convenience in locating those reference points.

THE FORM:

The *clerk of the court* shall prepare a Report of Dissolution of Marriage or Annulment for each dissolution or annulment of marriage granted by any *court* in Iowa. The Report shall be printed on the form prescribed by the state office of vital records using the official registration security paper or archivable paper.

FORWARD TO STATE OFFICE:

The *clerk of the court* shall submit the completed and certified report with original signatures to the Iowa vital records office in the clerk's *weekly* mailing within one month from the date of the dissolution of marriage or annulment.

FEE REQUIREMENTS:

No fees are associated with the Report of Dissolution of Marriage or Annulment. This statistical report is required by law to be filed for each dissolution or annulment of marriage granted by any court in Iowa.

CLERK TO PETITIONER OR THE PETITIONER'S ATTORNEY:

The *clerk of the court* may prepare the report on the official form based on the petition, OR, instruct the petitioner or the petitioner's attorney of the requirements, in which case the *clerk of the court* would:

1. Provide an original official form to the petitioner or the petitioner's attorney handling the dissolution of marriage or annulment. (***) See specifications on Page 2)
2. Instruct the petitioner or the petitioner's attorney of the following:

- Complete all items regarding the parties, the marriage, and the attorney.
- Type or print all items clearly and avoid using all capital letters, erasures, or correction fluid/tape.
- Furnish a copy of the petition that was filed with the *clerk of the court* with the completed report form.

FOR THE CLERK'S OFFICE:

1. Review the report form to ensure that all items have been properly completed based on the petition to dissolve or annul the marriage.
2. Complete the certification section according to the *court* order for the final decree of dissolution or annulment.
3. Record the proceedings in the office's dissolution recordkeeping system (i.e., indexed record book, microfilm, computer, or data processing equipment).
4. Forward the completed and certified official report *weekly* in the vital records pre-addressed, postage-paid envelope. Or, send by regular mail to the Iowa Department of Public Health; Attn: Bureau of Health Statistics, Divorce Reports; Lucas State Office Building, 1st Floor; 321 E. 12th Street; Des Moines, Iowa 50319.

ERRORS & CORRECTIONS:

✓ EDITING ERRORS.

- After the state vital records office receives the reports the data is entered and validation edits are run to determine if any information is in conflict.

If errors are detected, queries are sent to either the attorney or the *clerk of the court* to correct the data. Responses should be based on the information provided in the court documents and are expected in a timely manner. Those items appearing on the divorce report which are not part of the divorce decree may be corrected by query to the parties to the divorce or their legal representatives.

Report of Dissolution of Marriage or Annulment

√ EDIT QUERIES TO ATTORNEY.

Based on the validation edits, queries are sent to the attorney named on the report for discrepancies in the data regarding the parties and the marriage.

√ EDIT QUERIES TO CLERK OF THE COURT.

Based on the validation edits, queries are sent to the *clerk of the court* if no attorney is named on the report or if the discrepancy appears in the clerk's certification section.

√ EDIT QUERIES TO CLERK OF THE COURT.

To amend a divorce report, the *clerk of the court* must submit a certification to the state vital records office stating in what manner the report should be amended. Those items appearing on the divorce report which are not a part of the divorce decree may be corrected or amended either by query or upon application of the parties to the divorce or their legal representatives.

CODE OF IOWA

144.37 Dissolution and Annulment Records.

For each dissolution or annulment of marriage granted by any court in this state, a record shall be prepared by the clerk of court or by the petitioner or the petitioner's legal representative if directed by the clerk and filed by the clerk of court with the state registrar. The information necessary to prepare the report shall be furnished with the petition, to the clerk of court by the petitioner or the petitioner's legal representative, on forms supplied by the state registrar.

The clerk of the district court in each county shall keep a record book for dissolutions. The form of dissolution record books shall be uniform throughout the state. A properly indexed record of dissolutions upon microfilm, electronic computer, or data processing equipment may be kept in lieu of dissolution record books.

Specifications Note:

*** The *clerk of the court* may provide attorneys (but not other individuals) with either "supplies" of the form or an electronic field-fillable file with instructions for the paper specifications:

1. The form can be copied/printed onto the official registration security paper that is also used by County Recorders for the return of marriage form and by funeral directors for the death certificate form. The form must print on the white side since the *blue* side with the vital statistics seal photocopies "void" across it. This official registration security paper is available either from the state vital records office by ordering on the Clerk of Court Supply Order form, or may be obtained from the County Recorder's office if only a few sheets are needed at a time.

2. The form can be copied/printed onto plain paper that is archivable (i.e., not regular bond paper and not linen or textured). The paper specifications are:

- 8½" x 11"
- 25% cotton rag
- 24-pound stock
- Bright white
- Laser quality
- Acid free

All forms must be legible, clear, crisp, and printed with dark ink (i.e., toner not too low).

Revised Report of Dissolution of Marriage or Annulment -- Continued

2. The form can be copied/printed onto plain paper that is archivable (i.e., not regular bond paper and not linen or textured). The paper specifications are:

- 8½" x 11"
- 25% cotton rag
- 24-pound stock
- Bright white
- Laser quality
- Acid free

Until the field-fillable form is available electronically (which hopefully will only be a couple weeks), your office will need to either order pre-printed forms, or acquire the official registration paper or plain archivable paper and copy the master form. Please ensure that any copying or printing is legible, clear, crisp, and printed with dark ink (i.e., the toner is not too low).

Clerks of court offices may provide attorneys-at-law with the form for them to initiate the completion – and this includes the electronic field-fillable version when it becomes available. Your office, however, will be responsible for e-mailing attorneys the field-fillable form.

Enclosures include master copies of the supply order form, transmittal log, and instruction sheet.

*** The revisions include:

1. **Labeling** – “Party A” and “Party B” changed from “Husband” and “Wife” to conform to the Iowa Certificate of Marriage.
2. **Items 2 and 8** – “Last Name Prior to any Marriage” changed from “Maiden Surname” to conform to U.S. standards and the Iowa Certificate of Marriage. Now applies to both Party A and Party B.
3. **Items 5 and 11** – “Gender” for both Party A and Party B added to conform to the Iowa Certificate of Marriage. Gender is optional.
4. **Items 6a-6d and 12a-12d** – Residence data collected in the same order as the previous version, with the addition of the zip code after the street address.
5. **Education and Race** – modified to conform to U.S. census standards and the same as used for birth and death registrations.

Thank you for your assistance!

STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
**REPORT OF DISSOLUTION
OF MARRIAGE OR ANNULMENT**

114-

COUNTY _____

PARTY A

PARTY A INFORMATION				
1. PARTY A – CURRENT NAME	FIRST	MIDDLE	LAST	SUFFIX (if any)
2. LAST NAME PRIOR TO ANY MARRIAGE		3. STATE OF BIRTH (or foreign country)		4. DATE OF BIRTH (Month, Day, Year)
5. GENDER (Optional)				
6a. RESIDENCE – STATE	6b. RESIDENCE – COUNTY	6c. RESIDENCE – CITY OR TOWN	6d. RESIDENCE – STREET ADDRESS & ZIP CODE	

PARTY B

PARTY B INFORMATION				
7. PARTY B – CURRENT NAME	FIRST	MIDDLE	LAST	SUFFIX (if any)
8. LAST NAME PRIOR TO ANY MARRIAGE		9. STATE OF BIRTH (or foreign country)		10. DATE OF BIRTH (Month, Day, Year)
11. GENDER (Optional)				
12a. RESIDENCE – STATE	12b. RESIDENCE – COUNTY	12c. RESIDENCE – CITY OR TOWN	12d. RESIDENCE – STREET ADDRESS & ZIP CODE	

PETITIONER

MARRIAGE & PETITION INFORMATION		
13a. DATE OF THIS MARRIAGE (Month, Day, Year)	13b. PLACE OF THIS MARRIAGE – STATE (if not U.S., name of foreign country)	14. APPROX. DATE OF SEPARATION (Month, Year)
15. NUMBER OF CHILDREN UNDER 18 IN THIS HOUSEHOLD Number _____ <input type="checkbox"/> None		16. PETITIONER <input type="checkbox"/> Party A <input type="checkbox"/> Party B <input type="checkbox"/> Both <input type="checkbox"/> Other
17a. ATTORNEY FOR PETITIONER – Name (Type or Print)		17b. ATTORNEY'S MAILING ADDRESS (Street & No. or PO Box, City, State, Zip Code)

CERTIFICATION

DECREE INFORMATION & CLERK OF DISTRICT COURT CERTIFICATION – To be completed by the Clerk of District Court in the County of the Decree		
18. TYPE OF DECREE <input type="checkbox"/> Dissolution <input type="checkbox"/> Annulment	19. NUMBER OF CHILDREN UNDER 18 WHOSE PHYSICAL CUSTODY WAS AWARDED TO: <input type="checkbox"/> None Party A _____ Party B _____ Joint _____ Other _____	
20a. DATE MARRIAGE DISSOLVED (Month, Day, Year)	20b. DATE DECREE RECORDED (Month, Day, Year)	20c. COURT FILE OR CASE NUMBER
21. SIGNATURE OF CLERK OF THE DISTRICT COURT		22. DATE SIGNED (Month, Day, Year)

PARTY A

PARTY B

CONFIDENTIAL – FOR STATISTICAL AND RESEARCH PURPOSES ONLY						
23. EDUCATION – PARTY A. Check the box that best describes the highest degree or level of school completed. <input type="checkbox"/> 8 th grade or less <input type="checkbox"/> 9 th – 12 th grade; no diploma <input type="checkbox"/> High school graduate or GED completed <input type="checkbox"/> Some college credit, but no degree <input type="checkbox"/> Associate degree (e.g., AA, AS) <input type="checkbox"/> Bachelor's degree (e.g., BA, AB, BS) <input type="checkbox"/> Master's degree (e.g., MA, MS, MEng, Med, MSW, MBA) <input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DO, DDS, DVM, LLB, JD) <input type="checkbox"/> Unobtainable	24. RACE – PARTY A. Check one or more races to indicate what Party A considers herself or himself to be. <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Specify name of the enrolled or principal tribe) _____ <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) _____ <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Unobtainable	25. NUMBER OF THIS MARRIAGE – PARTY A (Specify First, Second, Third, etc.) _____ 26. IF PARTY A PREVIOUSLY MARRIED, HOW MANY ENDED BY DEATH OR DISSOLUTION/ANNULMENT? (Do not include this marriage) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px dashed black; padding: 2px;">Death</td> <td style="width: 50%; border: 1px dashed black; padding: 2px;">Dissolution or Annulment</td> </tr> <tr> <td style="border: 1px dashed black; height: 20px;"></td> <td style="border: 1px dashed black; height: 20px;"></td> </tr> </table>	Death	Dissolution or Annulment		
Death	Dissolution or Annulment					
27. EDUCATION – PARTY B. Check the box that best describes the highest degree or level of school completed. <input type="checkbox"/> 8 th grade or less <input type="checkbox"/> 9 th – 12 th grade; no diploma <input type="checkbox"/> High school graduate or GED completed <input type="checkbox"/> Some college credit, but no degree <input type="checkbox"/> Associate degree (e.g., AA, AS) <input type="checkbox"/> Bachelor's degree (e.g., BA, AB, BS) <input type="checkbox"/> Master's degree (e.g., MA, MS, MEng, Med, MSW, MBA) <input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DO, DDS, DVM, LLB, JD) <input type="checkbox"/> Unobtainable	28. RACE – PARTY B. Check one or more races to indicate what Party B considers herself or himself to be. <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Specify name of the enrolled or principal tribe) _____ <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) _____ <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Unobtainable	29. NUMBER OF THIS MARRIAGE – PARTY B (Specify First, Second, Third, etc.) _____ 30. IF PARTY B PREVIOUSLY MARRIED, HOW MANY ENDED BY DEATH OR DISSOLUTION/ANNULMENT? (Do not include this marriage) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px dashed black; padding: 2px;">Death</td> <td style="width: 50%; border: 1px dashed black; padding: 2px;">Dissolution or Annulment</td> </tr> <tr> <td style="border: 1px dashed black; height: 20px;"></td> <td style="border: 1px dashed black; height: 20px;"></td> </tr> </table>	Death	Dissolution or Annulment		
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