

## SOUTH DAKOTA APPLICATION FOR A VITAL RECORD Military Fee Waiver Request

This application must be completed and signed in order to be accepted. Incomplete applications will be returned. Eligible applicants can use the Military Fee Waiver to obtain a record at no charge when the record is being used for a claim against the government. See Instructions.

**SECTION 1 - APPLICANT INFORMATION** – This is the name of the person applying for the vital record. Please Print Clearly

\_\_\_\_\_

Full Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip

\_\_\_\_\_

Phone Number

I understand that by signing this application, that the information below is accurate to the best of my knowledge.

\_\_\_\_\_

Signature

\_\_\_\_\_

Today's date

**SECTION 2 – FOR MAIL IN APPLICANTS ONLY.** Applicants who are applying for a Vital Record by Mail must either submit a clear copy of a government issued photo id which contains the applicant's signature or submit a notarized application.

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

**SECTION 3: REQUEST INFORMATION** – Must be completed by all applicants for the records being requested.

\_\_\_\_\_

Name of Veteran or Serviceman

Rank

Serial Number

<b>B I R T H</b>	<b>Relationship to Registrant</b> <input type="checkbox"/> Serviceman <input type="checkbox"/> Veteran <input type="checkbox"/> Spouse <input type="checkbox"/> Widow/er <input type="checkbox"/> Children <input type="checkbox"/> Other Dependent <input type="checkbox"/> MVA <input type="checkbox"/> Red Cross <input type="checkbox"/> Power of Attorney	Name on the record, date of birth and mother's maiden name or enough information to locate the record is required.	
	# of Copies _____	FULL NAME CURRENTLY ON THE BIRTH RECORD _____	
		HAS THE NAME ON THE RECORD EVER BEEN CHANGED BY A LEGAL PROCEDURE? (not marriage) YES ___ NO ___ UNK ___	
		IF YES, TYPE OF LEGAL PROCEDURE? ADOPTION ___ PATERNITY ACTION ___ LEGAL NAME CHANGE ___	
		IF YES, PREVIOUS NAME, ON RECORD IF KNOWN _____ (First) (Middle) (Last)	
		DATE OF BIRTH (Month, Day & Year) _____	
		PLACE OF BIRTH (City & County) _____	
		FATHER'S FULL NAME _____	
		MOTHER'S FULL MAIDEN NAME _____	
		STATE FILE NUMBER (IF KNOWN) _____	
	REQUEST PURPOSE _____		

<b>D E A T H</b>	<p><b>Relationship to Registrant</b></p> <p><input type="checkbox"/> Serviceman  <input type="checkbox"/> Veteran  <input type="checkbox"/> Spouse  <input type="checkbox"/> Widow/er  <input type="checkbox"/> Children  <input type="checkbox"/> Other Dependent  <input type="checkbox"/> MVA  <input type="checkbox"/> Red Cross  <input type="checkbox"/> Power of Attorney</p> <p># of Copies _____</p>	<p>Please provide as much information as possible. Request purpose required.</p> <p>FULL NAME AT TIME OF DEATH _____</p> <p>APPROXIMATE DATE OF DEATH (Month, Day &amp; Year) _____</p> <p>PLACE OF DEATH (City &amp; County) _____</p> <p>STATE FILE NUMBER (IF KNOWN) _____</p> <p>REQUEST PURPOSE _____</p>
<b>M A R R I A G E</b>	<p><b>Relationship to Registrant</b></p> <p><input type="checkbox"/> Serviceman  <input type="checkbox"/> Veteran  <input type="checkbox"/> Spouse  <input type="checkbox"/> Widow/er  <input type="checkbox"/> Children  <input type="checkbox"/> Other Dependent  <input type="checkbox"/> MVA  <input type="checkbox"/> Red Cross  <input type="checkbox"/> Power of Attorney</p> <p># of Copies _____</p>	<p>Please provide as much information as possible. Request purpose required.</p> <p>FULL NAME OF GROOM _____</p> <p>FULL NAME OF BRIDE PRIOR TO THE MARRIAGE _____</p> <p>APPROXIMATE DATE OF MARRIAGE (Month, Day &amp; Year) _____</p> <p>WHERE LICENSE WAS OBTAINED (City and County) _____</p> <p>STATE FILE NUMBER (IF KNOWN) _____</p> <p>REQUEST PURPOSE _____</p>

## ORDERING INSTRUCTIONS

### MILITARY FEE WAIVER ELIGIBILITY

Eligible applicants can use the Military Fee Waiver to obtain a record at no charge when the record is to be used for a claim against the government.

### ORDERING METHODS

1. Request can be made in person at any county Register of Deeds or at the State Office. In person requests require the applicant to complete and sign an application form and provide proof of identity outlined in the Identification Section;
2. Requests can be made by mail to any county Register of Deeds or to the State Office. Mail requests require the applicant to submit a completed application signed in front of a notary OR a clear copy of a photo id outlined in the Identification Section.

**IDENTIFICATION – ID IS REQUIRED OF A PERSON COMPLETING THE FORM; In order to apply for a record, you must provide a government (State, Tribal or Federal) issued photo id. This can be issued by the US or other country of residence.**

#### Acceptable identification includes

Photocopy of Driver's License  
Photocopy of State ID Card  
Photocopy of Tribal ID

Photocopy of Passport or Visa  
Photocopy of Military ID

**If you do not have a government issued photo id, you must send or present a photocopy of any two of the following:**

Social Security Number  
Utility Bill with current address  
Bank Statement with Current Address

Pay Stub (must include your name, social security number plus name and address of business  
Car Registration or title with current address

### ELIGIBILITY

**By state law, vital records filed in the State of South Dakota are not open for public inspection. Eligible individuals who submit an application can obtain a certified copy of a vital record using the military fee waiver. When possible, the record will be computer generated and issued on security paper with a raised seal and the signature of the issuing agent. Individuals eligible for a certified copy using the military fee waiver include the following:**

- A Serviceman or Veteran
- The spouse, widow, widower, children or other dependents of a service man or veteran
- The South Dakota Department of Military and Veterans Affairs or a similar agency in any other state.
- County Veteran's Service Officers
- Representative of the American Red Cross or of a nationally chartered veteran's organizations holding power of attorney for the applicant