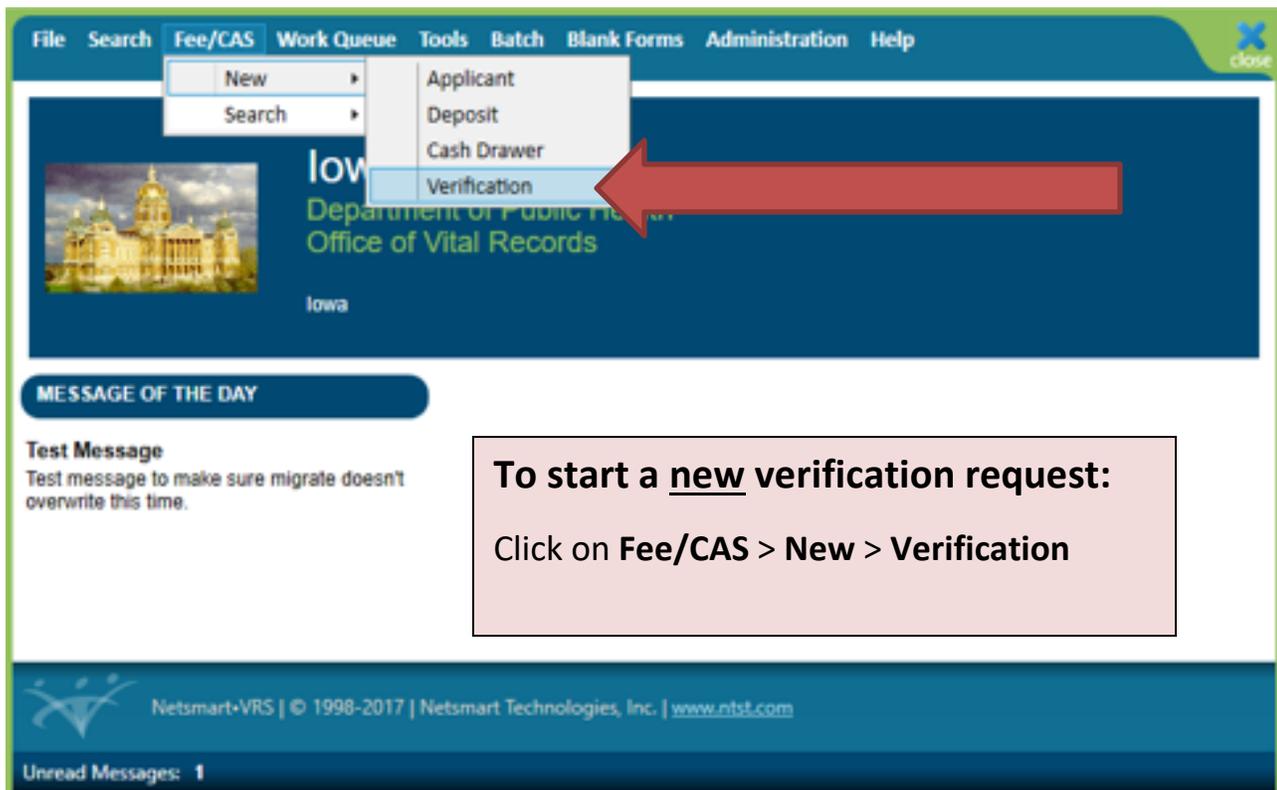


County Recorder Verification Request Process

The county verification guide is an addendum to the county recorders IVES user guide.

Starting a New Verification Request



The screenshot shows the IVES application interface. The top navigation bar includes 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Blank Forms', 'Administration', and 'Help'. The 'Fee/CAS' menu is open, showing 'New' and 'Search' options. The 'New' submenu is also open, listing 'Applicant', 'Deposit', 'Cash Drawer', and 'Verification'. A red arrow points to the 'Verification' option. The background shows the Iowa Department of Public Health, Office of Vital Records logo and a 'MESSAGE OF THE DAY' section with a 'Test Message'.

To start a new verification request:
Click on **Fee/CAS > New > Verification**

Enter a New Verification Request County Tab

File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Help

County State Flags

Verification Status

Verification # Date of Verification Userlocation Desc. Verification Status

07/25/2018 Webster PENDING

Registrant Information

Event to Verify First Name Middle Name Last Name

Date of Event State File Number

Item(s) to Verify

Registrant Name Parent's Location of Birth

Date of Event Sex of Registrant

Mother's Name Time of Event

Father's Name Date Filed

Mother's Date of Birth Other

Father's Date of Birth

Verification Request Completion

County Comments

Verification Request Completed?

Verification Request Date

Verification Request Completed By

Change Verification Status

Close Verification Cancel Verification

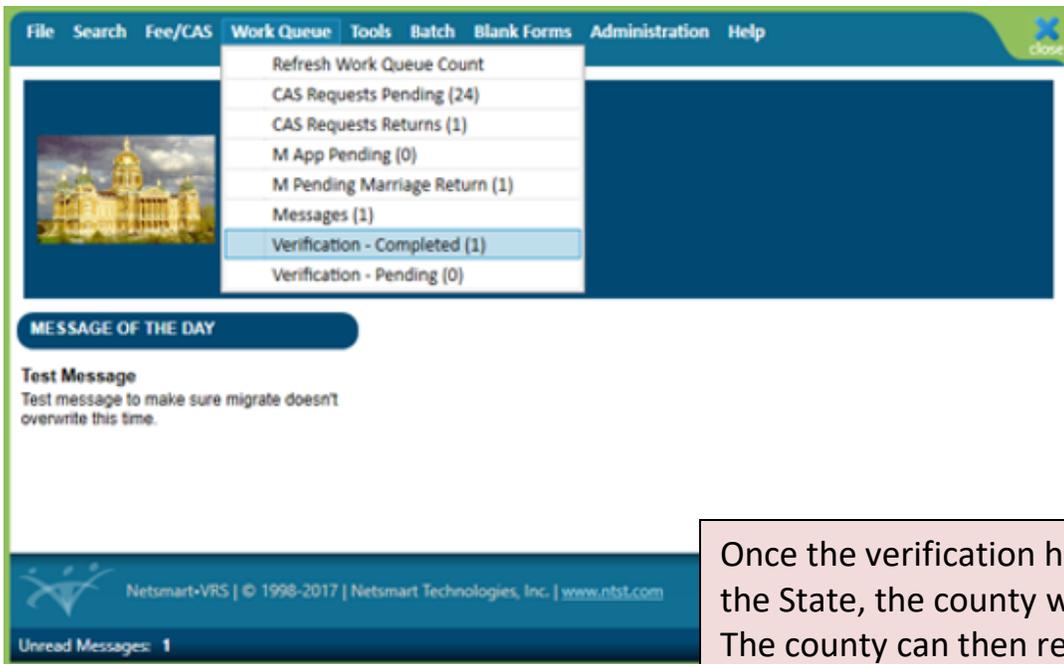
Adding a new event.

On the County tab:

- Select the event
- Enter first, middle (optional) and last name
- Enter Date of the Event
- Enter State file number (if known)
- Check all items that needs to be verified
- If other – specify in the box provided
 1. Examples
 - a. Poor IVES images
 - b. Incorrect index
- Enter additional comments if necessary in the **County Comments** field.
- Enter a “Y” in the **Verification Request Completed** box.
 - ✓ The **Verification Request Date and Verificaiton Request Completed By** will default with the current date and the user.
- Click Save
 - ✓ Upon Save, an email message is sent to the State.

*The **Cancel Verification** button can be used if the current request is no longer needed.*

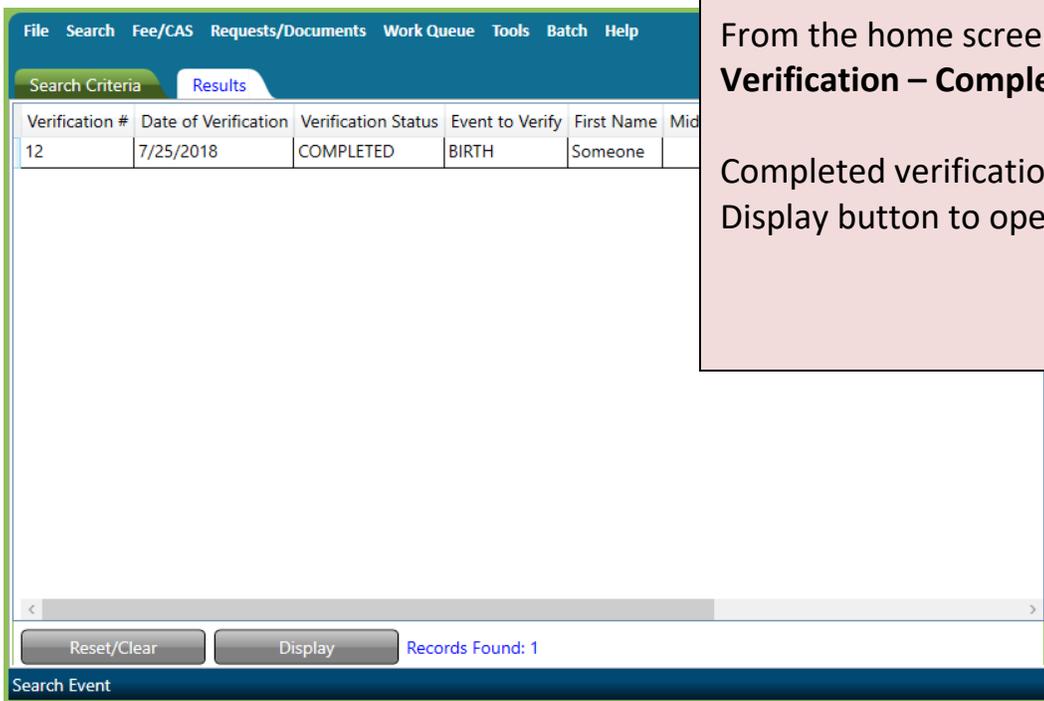
Retrieving Completed Verification from the State



Once the verification has been completed by the State, the county will receive an email. The county can then retrieve the completed verification request.

From the home screen, click on **Work Queue > Verification – Completed**

Completed verifications will appear. Click the Display button to open the record.



File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Help

County **State** Flags

Verification Status

Verification #	Date of Verification	Userlocation Desc.	Verification Status
12	07/25/2018	Webster	COMPLETED

Registrant Information

Event to Verify: BIRTH | First Name: Someone | Middle Name: | Last Name: Else

Date of Event: 05/04/1952 | State File Number:

Requested Item(s) to Verify

Name on Record	Parent's Location of Birth
Date of Event	Sex of Registrant
Mother's Name: Betty	Time of Event
Father's Name	Date Filed
Mother's Date of Birth	Other
Father's Date of Birth: 06/01/1920	

Verification Request Completion

State Comments

Verification Completed? Y

Verification Complete Date: 07/25/2018

Verification Completed By: Nichols, Sammui

Click on the State tab

- ✓ Review the requested item(s) that are verified by the State and any additional comments or attachment(s)

File Search Fee/CAS Requests/Documents Actions Work Queue Linking Tools Help

County **State** Flags

Verification Status

Verification #	Date of Verification	Userlocation Desc.	Verification Status
12	07/25/2018	Webster	COMPLETED

Registrant Information

Event to Verify: BIRTH | First Name: Someone | Middle Name: | Last Name: Else

Date of Event: 05/04/1952 | State File Number:

Item(s) to Verify

<input type="checkbox"/> Registrant Name	<input type="checkbox"/> Parent's Location of Birth
<input type="checkbox"/> Date of Event	<input type="checkbox"/> Sex of Registrant
<input checked="" type="checkbox"/> Mother's Name	<input type="checkbox"/> Time of Event
<input type="checkbox"/> Father's Name	<input type="checkbox"/> Date Filed
<input type="checkbox"/> Mother's Date of Birth	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Father's Date of Birth	

Verification Request Completion

County Comments

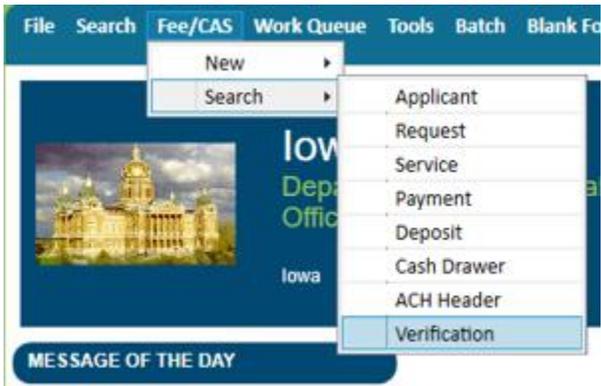
Change Verification Status

Close Verification Cancel Verification

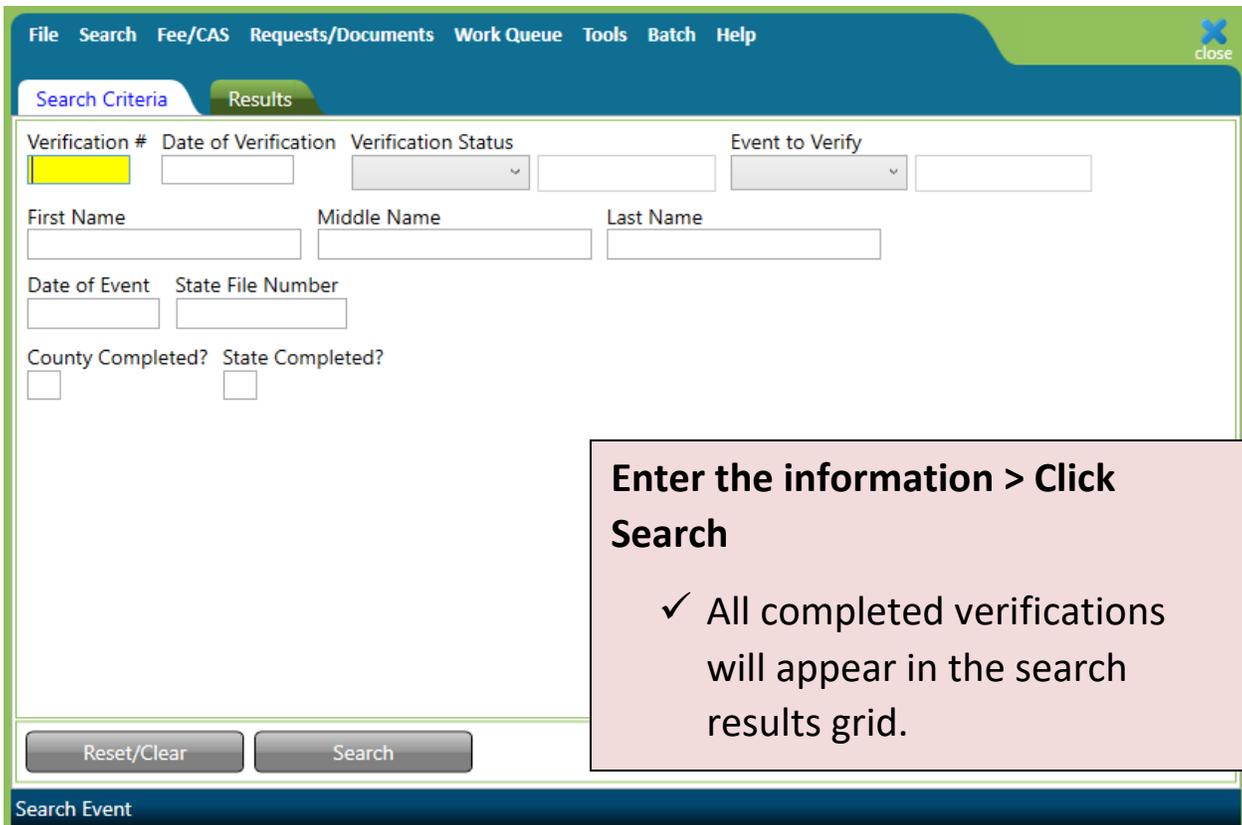
Once the request item(s) have been reviewed, click on the County tab

- ✓ Click **Close Verification**, in the Change Verification Status field. This completes the verification request and will be removed from recorder's work queue.

How to Search for a verification request



To search for a verification request:
Click on **Fee/CAS > Search > Verification**



Enter the information > Click Search

- ✓ All completed verifications will appear in the search results grid.