



Marriage Registration Submission Process: Certificate of Marriage Documents

January 16, 2019

These instructions outline the steps for remitting Certificate of Marriage documents.

- 1) County recorders will print the Marriage Registration Report weekly in accordance with the ACH periods.
 - a) The total number of marriages filed in IVES during the ACH time period will show on the Marriage Registration Report. The total number of marriages is entered on the Weekly Transmittal Report
- 2) The Marriage Registration Report should be used to audit marriages filed during the ACH period. If a discrepancy is found during the audit, further investigation will be required to reconcile the issue. For example, the report shows 5 marriages and you have 6 original Certificate of Marriage documents, this would indicate that one of the marriages was not marked as filed in IVES.
- 3) The Marriage Registration Report, along with all original Certificate of Marriage documents, **must be mailed to the state within 2 business days after the ACH period ends.**

Creating the Marriage Registration Report:

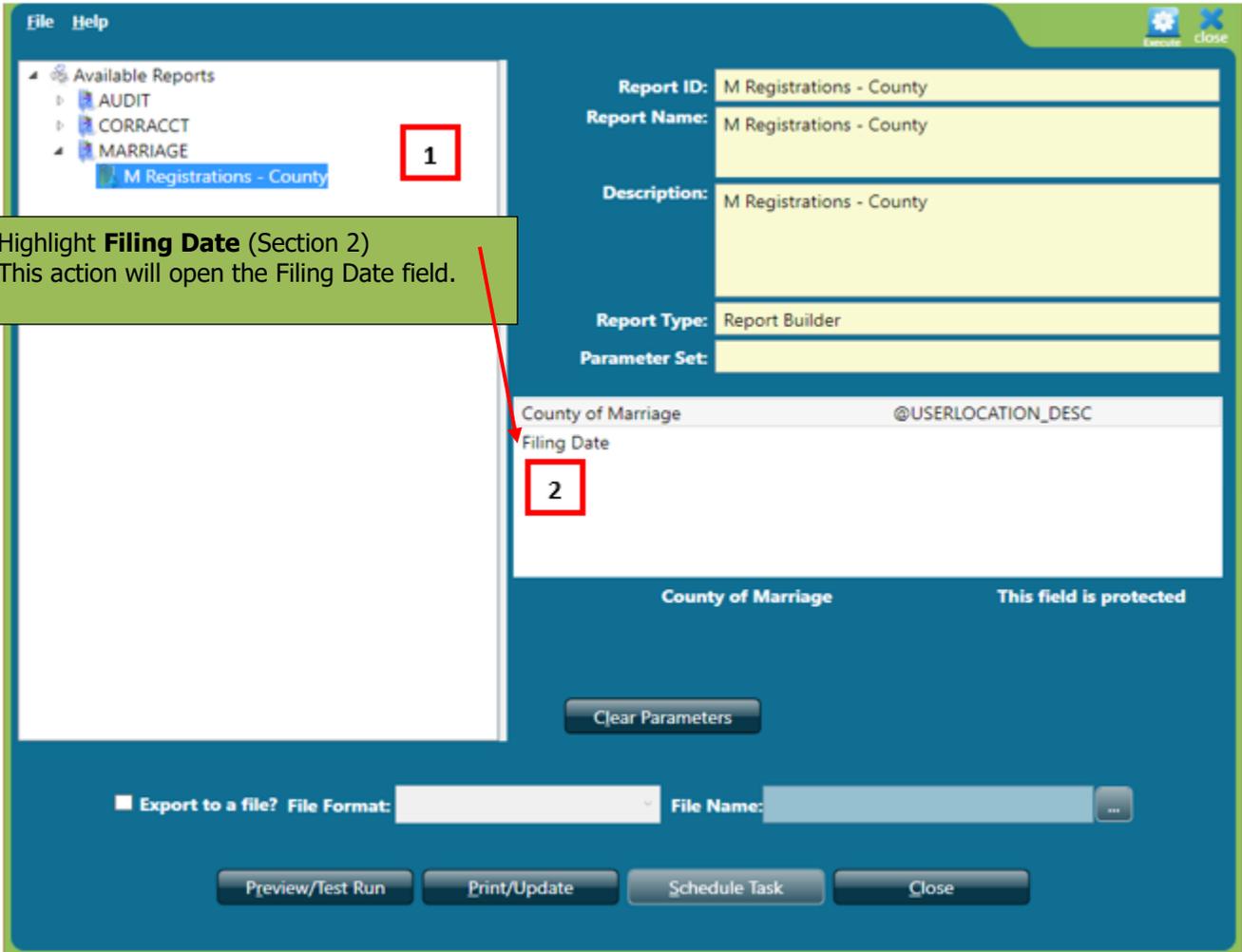
The screenshot shows the Iowa TEST web application interface. The top navigation bar includes tabs for File, Search, Fee/CAS, Work Queue, Tools, Batch, Blank Forms, and Admin. The 'Batch' tab is selected, and a dropdown menu is open showing 'Reports...'. A green callout box with two arrows points to the 'Batch' tab and the 'Reports' dropdown, with the following instructions:

- Select the **Batch** tab.
- Click **Reports** from the dropdown list.

The main content area displays the 'Iowa TEST' logo, the Department of Public Health Office of Vital Records, and a 'MESSAGE OF THE DAY' section with a test message. The footer contains the Netsmart-VRS logo and copyright information: © 1998-2018 | Netsmart Technologies, Inc. | www.ntst.com



- Select **Marriage** from the list of Available Reports
- Click **M Registrations - County** from the dropdown list.



Highlight **Filing Date** (Section 2)
This action will open the Filing Date field.

Entering the Filing Date:

- Enter the ACH Period in the designated field. (Section 3)
- Users must use correct format as indicated in the instructions listed below the field. The example shows 01/08/2019,01/14/2019

Displaying the report

- Click on Preview/Test Run to view the report.

Sample Report

Print report
Click the printer Icon to print a copy of the report.

Marriage Registration Report
The reports lists all marriages filed during the specific timeframe entered.

FILING DATE	DATE OF MARRIAGE	COUNTY	STATE FILE NO.	PARTY A - LAST NAME	PARTY A - FIRST NAME	PARTY B - LAST NAME	PARTY B - FIRST NAME
01/08/2019	12/31/2018	Marion	2019-000001	SMITH	MICHELE	KENNEDY	GEORGE
01/08/2019	12/31/2018	Marion	2019-000002	JONES	EMILY	LONG	JAKE
01/09/2019	12/31/2018	Marion	2019-000003	BROWN	ROBERT	HOUSER	SARA
01/09/2019	12/31/2018	Marion	2019-000004	THOMAS	JUSTIN	MURRAY	BETTY
01/09/2019	12/31/2018	Marion	2019-000005	ENGLE	ROBIN	WHITE	TERRIE
01/10/2019	12/31/2018	Marion	2019-000006	HAMILTON	CARTER	ADKINS	KYLIE
01/10/2019	12/31/2018	Marion	2019-000007	BECKER	JOHN	JENNINGS	LEVI
01/10/2019	12/31/2018	Marion	2019-000008	WILSON	BARRY	FLOWERS	HANNAH