

COUNTY RECORDER MARRIAGE GUIDE

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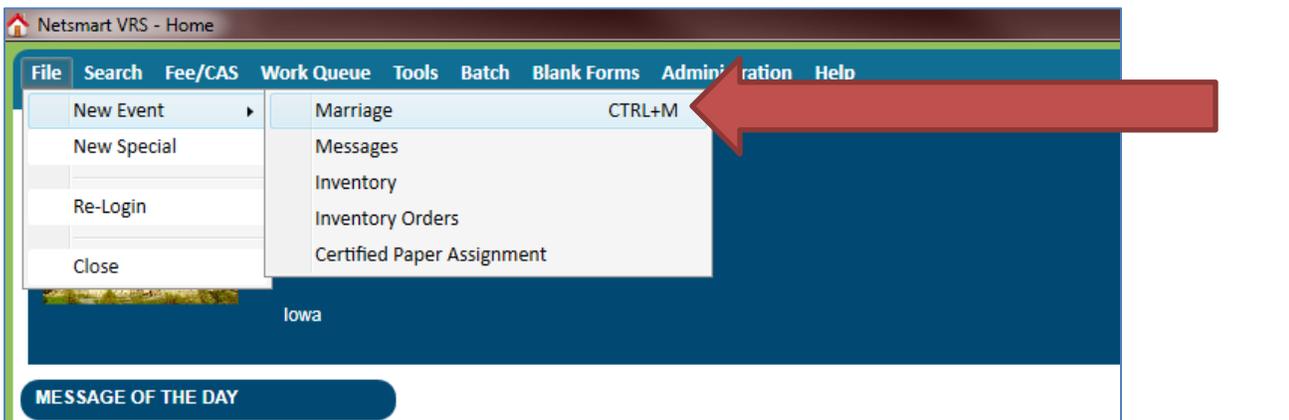
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Introduction

The county recorder marriage guide is an addendum to the county recorder IVES user guide. For installation, log in, operator and CAS instructions, refer to the county recorder IVES user guide.

Iowa Code 595 governs the process of applying for and receiving a marriage license in the state of Iowa. IAC641-98(144) is the section of administrative rules that apply to marriage license issuance.

Start a New Marriage Event



The screenshot shows the Netsmart VRS application interface. The 'File' menu is open, and the 'New Event' option is selected, which has opened a sub-menu. In this sub-menu, the 'Marriage' option is highlighted, and a red arrow points to it. The 'Marriage' option has the keyboard shortcut 'CTRL+M' next to it. Other options in the 'New Event' sub-menu include 'Messages', 'Inventory', 'Inventory Orders', and 'Certified Paper Assignment'. The main menu items are 'File', 'Search', 'Fee/CAS', 'Work Queue', 'Tools', 'Batch', 'Blank Forms', 'Administration', and 'Help'. Below the menu, there is a 'MESSAGE OF THE DAY' section with the text 'BA 2.0.1 - Release 2.0.101' and 'May 9, 2016'.

To start a new marriage event:

Click on **File>New Event> Marriage**

✓ *Short-cut: you can use CTRL+M on your keyboard to open a new marriage event.*

Entering a New Marriage Event

General Tab

Marriage (Event Year = 2016)

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

save close

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number County License # Application Date Valid Date 3 Day Waiver

Filing County Reg Type Code Record Status

Pocahontas PENDING

The marriage event is separated by tabs:

General; Party A; Party B; Application/License; Marriage Return; Flags; CAS Application.

- ✓ The new marriage event will always open to the General tab.

First, enter the Application Date

- ✓ The application date can be back-dated up to 3 calendar days only.
 - Short-cut: Enter 'T' for the current day's date; press 'B' to backdate the day field.
- ✓ The valid date will auto populate to include the correct calculate of the 3-day waiver.

If there is a 3-day waiver, enter 'Y'

- ✓ The valid date will re-populate with the new date.

The Filing County, Reg Type Code, and Record Status are all default fields that can not be changed.

Things to Remember

- **County License #:** Once the license has been marked complete by the user on the Application/License tab, the County License # will populate.
- **State File Number:** Once the Certificate of Marriage has been returned to the county for filing, and the Marriage Return tab is completed, the State File Number will populate.

Completed view of the General Tab with no 3-day waiver:

Marriage (Event Year = 2016)

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

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number	County License #	Application Date	Valid Date	3 Day Waiver
<input type="text"/>	<input type="text"/>	09/06/2016	09/10/2016	N
Filing County	Reg Type Code	Record Status		
Pocahontas	<input type="checkbox"/>	PENDING		



Completed view of the General Tab with a 3-day waiver:

Marriage (Event Year = 2016)

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

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number	County License #	Application Date	Valid Date	3 Day Waiver
<input type="text"/>	<input type="text"/>	09/06/2016	09/06/2016	Y
Filing County	Reg Type Code	Record Status		
Pocahontas	<input type="checkbox"/>	PENDING		



Party A & B Tab

The fields on tabs Party A and Party B are identical.

Use the below instructions for guidance on both Party A and Party B tabs.

Marriage (Event Year = 2015)

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

General Party A Party B Application/License Marriage Return Flags CAS Application

Party A - Current Name

Party A Designation (optional)

First Name Middle Name Current Last Name Last Name prior to any marriage Suffix

Party A - Name after marriage

First Name Middle Name Last Name Suffix

Residence Address Information

Country State
United States Iowa

City (optional) County (optional)

Birthplace

Country State
United States Iowa

Date of Birth Age Consent Gender (optional - F,M,U)

Parent Names (optional)

Party A Parent 1 Designation

Parent 1 First Name Middle Name Last Name prior to any marriage Suffix

Party A Parent 2 Designation

Parent 2 First Name Middle Name Last Name prior to any marriage Suffix

Party A & B Tabs:

The following are paragraphs within the Party A & B tabs:

- ✓ Party A – Current Name
- ✓ Party A – Name after Marriage
- ✓ Residence Address Information
- ✓ Birthplace
- ✓ Parent Names (optional)

Paragraphs are titles with blue writing, and separated from each other using a light blue border.

Things to Remember

- **Optional** – All optional fields or paragraphs are labeled as optional.
 - On Party A & B tabs, Party designation, city, county, gender and parent names paragraph are optional.

Marriage (Event Year = 2015)

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

General Party A Party B Application/License Marriage Return Flags CAS Application

Party A - Current Name

Party A Designation (optional)

First Name Middle Name Current Last Name Last Name prior to any marriage Suffix

Party A - Name after marriage

First Name Middle Name Last Name Suffix

Party A & B Tabs:

Party A or B – Current Name – Enter the current legal name in each field listed

- ✓ First Name
- ✓ Middle Name (if applicable)
- ✓ Current Last Name
- ✓ Last Name prior to any marriage (generally, this is the name on birth certificate)
- ✓ Suffix (if applicable)

Party A or B – Name after marriage

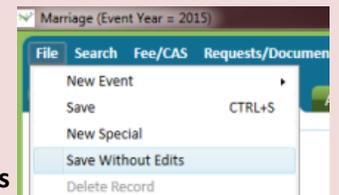
- ✓ First Name
- ✓ Middle Name (if applicable)
- ✓ **New** Last Name
- ✓ Suffix (if applicable)

As a convenience, the first and middle name entered in the Current Name fields will default to the Name After Marriage fields.

You must enter the Last Name in the Name After Marriage field.

Things to Remember

- **Name after marriage** – The name after marriage is the legal name of the individual once they get married. Either party to a marriage can change any part of their name through the marriage process. It will take a Legal Change of Name court action to change the Name After Marriage once the marriage ceremony has been performed.
- **Designation** – Designation of Bride, Groom or Spouse is optional and not required.
- **Save without Edits** – To save a marriage event without completing the event and signing the license as complete, you must enter at a minimum:
 - Application Date
 - Party A – Current Name
 - Party B – Current Name
 - Once these fields have been entered, click **File>Save without edits**



Residence Address Information

Country: United States | State: Iowa

City (optional): | County (optional):

Birthplace

Country: United States | State: Iowa

Date of Birth: / / | Age: | Consent: | Gender (optional - F,M,U):

Party A & B Tabs:

Party A or B – Residence Address Information

- ✓ Country and State - currently Country and State defaults to United States and Iowa. This information is to be changed to the appropriate location as needed.
- ✓ City and County – Choose the city and county from the drop-down list.

Party A or B – Birthplace

- ✓ Country and State - currently Country and State defaults to United States and Iowa. This information is to be changed to the appropriate location as needed.
- ✓ Enter the date of birth. The age will autocalculate.
 - If either party to be married is 16 or 17, they must submit a Consent to Marry form, and the Consent box must be marked with a 'Y'.
 - If either party is under the age of 16, the system will not allow the marriage license to be signed as complete.
- ✓ Enter gender as 'M' for male, 'F' for female, 'U' for unknown.

Things to Remember

- **Location drop-down lists** – If the individual was born in a country that does not have states, choose **OTHER** from the **STATE** drop down and complete the type-field. Also, call the IVES Help Desk to have the state added.

Residence Address Information

Country: United States | State: Other | Type here

- **Consent** – The consent box will gray-out if the person to marry is 18 or older. The consent box must be completed if the person is 16 or 17 years old.
- **Gender** - Gender is optional and self-reported. Options are F, M, U.

Completed view of Party A or B tab age 18 or older:

Residence Address Information

Country: United States | State: Iowa

City (optional): Adair | County (optional): Adair

Birthplace

Country: United States | State: Iowa

Date of Birth: 01/01/1997 | Age: 19 | Consent: | Gender (optional - F,M,U): M

Completed view of Party A or B tab age 16 or 17 requiring a Consent to Marry form:

Residence Address Information

Country: United States | State: Iowa
City (optional): Adair | County (optional): Adair

Birthplace

Country: United States | State: Iowa
Date of Birth: 01/01/1999 | Age: 17 | Consent: Y | Gender (optional - F,M,U): M

Parent Names (optional)

Party A Parent 1 Designation

Parent 1 First Name | Middle Name | Last Name prior to any marriage | Suffix

Party A Parent 2 Designation

Parent 2 First Name | Middle Name | Last Name prior to any marriage | Suffix

Party A & B Tabs:

Parent Names (optional):

- ✓ Parent designation is Father, Mother, Parent and is optional
 - To leave field blank, tab out of parent designation field
- ✓ Enter at a minimum:
 - Parent 1 First Name
 - Parent 1 Last Name prior to any marriage
 - Parent 2 First Name
 - Parent 2 Last Name prior to any marriage

Things to Remember

- **Optional** – Listing parents are optional
 - Not all applicants have two parents, and it is possible for someone to not have parents.
- **Who should be listed as a parent** – The parties to marry can list anyone as their parent.
 - The applicant can enter one or both parents regardless of birth certificate information. It is not required to list two parents on marriage documents.
 - It is recommended to list the parent/parents as stated on birth certificate.
 - If they choose to list someone who is not listed on their birth certificate, the applicant needs to consider how this will impact them when applying for identification documents (drivers license and passport).

Application/License Tab

Application/License Tab:

Social Security Numbers:

- ✓ Each Add SSN button works the same
- ✓ System accounts for persons with no social security number
- ✓ You can correct a SSN once entered.
- ✓ The system hides the SSN after the number has been entered.
- ✓ The system asks for verification that the correct number has been entered.

Anticipated Ceremony:

- ✓ Both the Anticipated Ceremony Date and Anticipated Officer are optional

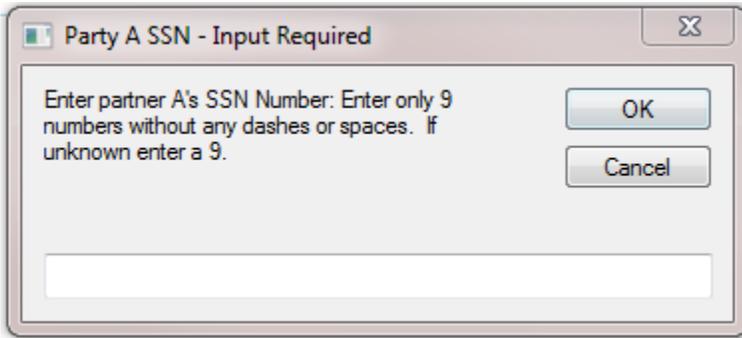
Anticipated Ceremony:

- ✓ Once the license box is marked 'Y' for complete, any errors or missing information will be displayed in a dialog box.
- ✓ If the application is error-free, tab out of the License complete box and the Date Completed and Completed By will autopopulate.

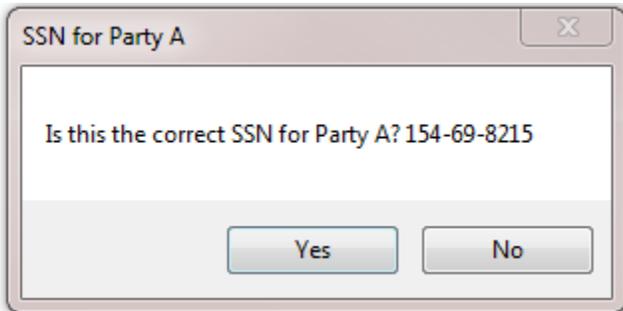
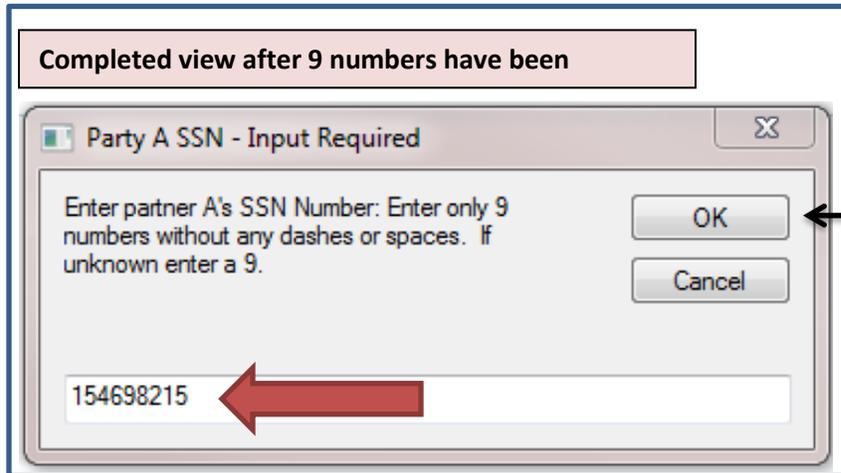
How the Add SSN buttons work

Click the Add SSN for Party A button

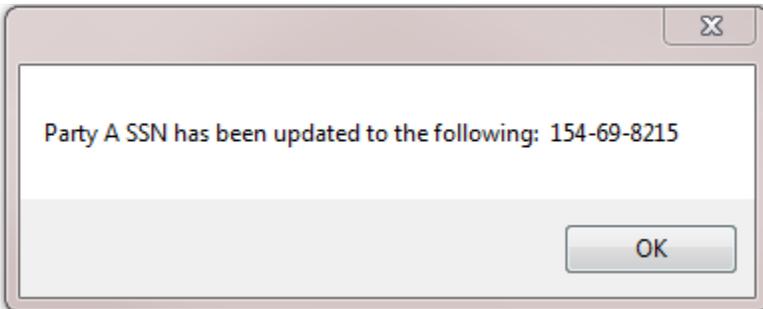




- ✓ The dialog box appears that asks for the party's social security number.
- ✓ A total of 9 numbers can be entered.
- ✓ You will receive an error if you do not enter enough numbers or too many numbers.
- ✓ Do not use any dashes or spaces.
- ✓ Click OK when finished.

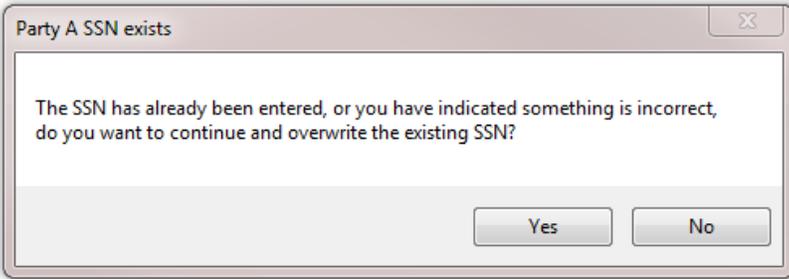


- ✓ Once the SSN is entered, and you click OK, a dialog box will appear that repeats the number.
- ✓ If the SSN is correct, click YES.
- ✓ If the SSN is not correct, click NO and reenter.



- ✓ This dialog box appears showing that a SSN has been successfully entered for Party A.
- Repeat same process for Party B.*

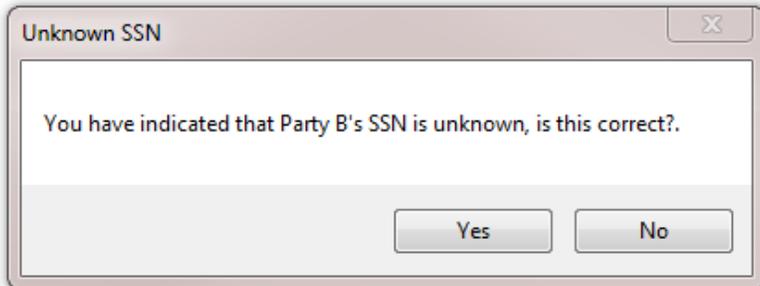
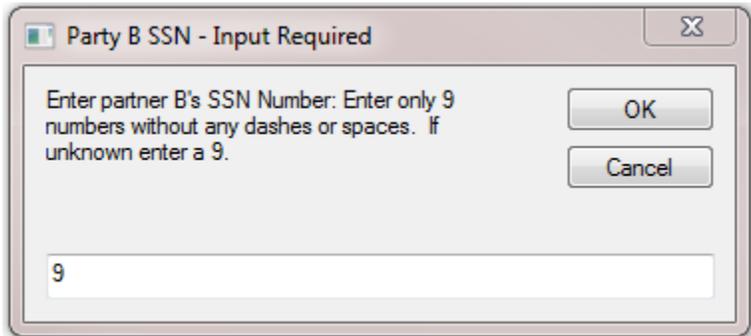
If you click on the Add SSN button once a number has been entered:



If you click on a Add SSN button after the number has been successfully entered, the following dialog box appears.

- ✓ Click NO to exit;
- ✓ Click YES to correct number.

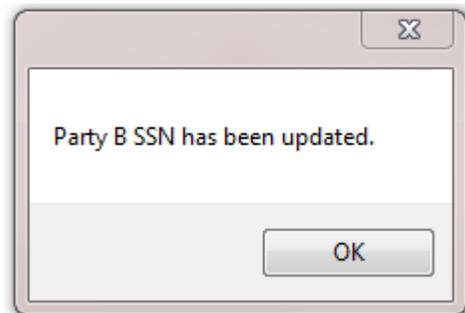
If someone does not have a SSN,
enter the number '9' and click OK.



The following dialog box states that 'You have indicated that Party A/B's SSN is unknown, is this correct?'

- ✓ Click YES if correct
- ✓ Click No is not correct, and re-enter number.

The following dialog box will appear stating that the SSN has been updated.



Anticipated Ceremony (optional)

Anticipated Ceremony Date Anticipated Officer

//

Anticipated Ceremony Date & Anticipated Officer

- ✓ Enter the anticipated ceremony date if known
 - The date must be equal to or greater than the valid date of the marriage application.
- ✓ Enter the anticipated officer

Things to Remember

- **License Complete field**
 - You **must** tab through the Anticipated Ceremony date and Anticipated Officer fields for the License Complete field to open for entry.
 - The License Complete field will not open if required information is missing. Complete all required fields.

License Complete

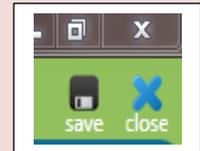
License Completed? Date Completed Completed by

//

State Use Only

License Complete

- ✓ Review all tabs for correct and accurate information
- ✓ Enter a 'Y' in the License Completed field and tab.
 - If there are no errors with the record, the current date and user name will default in the next fields.
 - If there is missing information that is required, a pop up will appear directing the user to correct or add information.
- ✓ Click on **Save** in top right corner when completed.



General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number	County License #	Application Date	Valid Date	3 Day Waiver
	076-2016005083	09/06/2016	09/10/2016	N
Filing County	Reg Type Code	Record Status		
Pocahontas	<input type="checkbox"/>	PENDING		

The license will receive a County License #. The County License # can be found on the General Tab.

CAS Application Tab

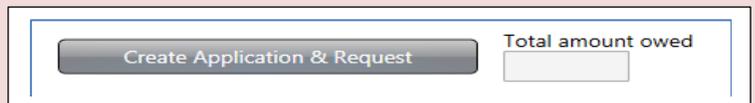
The screenshot shows a web application interface with a menu bar at the top containing: File, Search, Fee/CAS, Requests/Documents, Actions, Work Queue, Linking, Tools, Help. Below the menu bar are tabs for: General, Party A, Party B, Application/License, Marriage Return, Flags, and CAS Application. The main content area is titled 'Create CAS Application & Request' and includes the following sections:

- Create CAS Application under which name?** with radio buttons for Party A (selected) and Party B. Fields for First Name (Ryan), Last Name (Reynolds), and Pickup or Mail Certificate (Mail).
- Country (United States), State (Iowa), and City (empty).
- Address 1 (highlighted in yellow), Address 2 (optional), and Zipcode.
- Buttons: Create Application & Request, Add Waiver, Remove Waiver, and a Total amount owed field.
- Payment** section with Payment Type, Check/MO Number, and Amount fields. Buttons: Add Payment, Print Request Receipt.
- Add Certificate to Request** section with Address Change? (N), Pickup or Mail Certificate (Mail), Country (United States), State (Iowa), City, Address 1, Address 2 (optional), and Zipcode. Button: Add Certificate to Request.
- CAS IDs** section with fields for ApplicantID, RequestID, PaymentID, and CAS Created by.

CAS Application – You must create a CAS Application and add the payment from the Marriage Module for ALL marriage licenses issued. DO NOT create CAS application through the FEE/CAS Application menu.

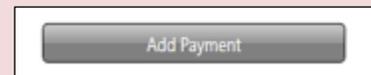
Create CAS Application & Request

- ✓ Choose Party A or Party B
 - That name after marriage will default
- ✓ Enter the mailing address
- ✓ Click **Create Application & Request** button
- ✓ The total amount owed will autocalculate



Payment:

- ✓ Choose Payment Type; enter Check/MO number is required; enter amount collected.
- ✓ Click **Add Payment** button.
- ✓ The application ID is at the bottom of the screen under paragraph CAS IDs.



Completed view of CAS Application

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

save close

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? First Name Last Name Pickup or Mail Certificate
 Party A Party B Ryan Reynolds Mail

Country State City
United States Iowa Polk

Address 1 Address 2 (optional) Zipcode
123 Cherry Lane 50319

#1: Mailing

Create Application & Request Total amount owed Add Waiver
35.00

#2: Click Create Application & Request

Payment

Payment Type Check/MO Number Amount
CASH 35.00

#3: Add payment type and amount

Add Payment **#4: Click Add Payment button**

Print Request Receipt

Add Certificate to Request

Address Change? Pickup or Mail Certificate
N Mail

Country State City
United States Iowa

Address 1 Address 2 (optional) Zipcode

Add Certificate to Request

CAS IDs

ApplicantID	RequestID	PaymentID	CAS Created by
11170	12199	9165	Nichols, Sammui

Do Not click Add Certificate to Request at this point!

Linking to CAS Record (Marriage Application)

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

General Party A Party B Application/License Applicant Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? First Name Last Name Pickup or Mail Certificate
 Party A Party B Ryan Reynolds Mail

Country State City
 United States Iowa

Address 1 Address 2 (optional) Zipcode

Create Application & Request Total amount owed 35.00 Add Waiver

Payment

Payment Type Check/MO Number Amount
 CASH 35.00

Add Payment Print Request Receipt

Add Certificate to Request

Address Change? Pickup or Mail Certificate
 N Mail

Country State City
 United States Iowa

Address 1 Address 2 (optional) Zipcode

Add Certificate to Request

CAS IDs

ApplicantID	RequestID	PaymentID	CAS Created by
11170	12199	9165	Nichols, Sammul

Linking to CAS Record

The CAS Application with the Request and Payment is created. To get to the application to view the service and complete the application you will need to:

- ✓ Go up and click on the Linking menu at the top of the page
- ✓ Click on Applicant

File Search Fee/CAS Requests/Documents Work Queue Tools Batch Help

Search Criteria Results

Date Application	Applicant Number	Status	Priority	Req or Appl First Name	Req or Appl Last Name	Company/Agency N
10/13/2016	11170	COMPLETED	NORMAL	Ryan	Reynoldss	

Reset/Clear Display Records Found: 1

Search Event

This will give you the results of the CAS application for Party A or B (which ever one you picked).

- ✓ Click Display or double click on the grid to open up the application.

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

Application Mailing Billing Flags Reassign Request Refund/Return/Info

Application Status

Applicant Number: 11170 Date of Application (mm/dd/yyyy): 10/13/2016 Application Type: Mail Assigned to (Queue): MARRIAGE LICENSE Priority: NORMAL

Identification: [] Date Received (mm/dd/yyyy): [] Status: PENDING Date Completed (mm/dd/yyyy): / / Completed By: []

Applicant Information

First Name: Ryan Middle: [] Last Name: Reynoldss Company/Agency Name: []

Country: United States State Name: Iowa City: []

Address 1: [] Address 2 (optional): [] Zipcode: []

Phone (Primary): (***_***_****) Fax (if applicable): (***_***_****) Email: [] Is Applicant Address [] as mail []

Services

Total Amount Charged	Total Amount	Amount Due	State Amount	Local Amount
35.00	35.00	0.00	31.00	4.00

Request and Payment Information

You must save the record before trying to create a new request or payment the first time. (The Applicant Number must be [])

Requests + Payments +

Event	First Name	Last Name	Status	Total	Assigned To
MARRIAGE	Ryan	Reynoldss	COMPLETED	35.00	[]

Payment Date	Payment Type	Check Num	Amount	Receipt No	Returned	Payment ID
10/13/2016	CASH	[]	35.00	11170	[]	9165

The application shows the requests for the marriage application service as COMPLETED. The payment of \$35 is added.

- ✓ Change the Status on the application from PENDING to COMPLETED > type in the Date Completed > Save > Close

This will remove your application from the CAS pending work queue.

Printing Documents

Marriage (Event Year = 2015)

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

Documents

- M 3-Day Waiver Application
- M Address Update
- M Application for License
- M Certificate of Marriage
- M Consent for Minor
- M License to Marry
- Marriage Order Receipt

Create CAS Application & Request

Create CAS Application under which name? Party A Party B

Country: United States State: Iowa

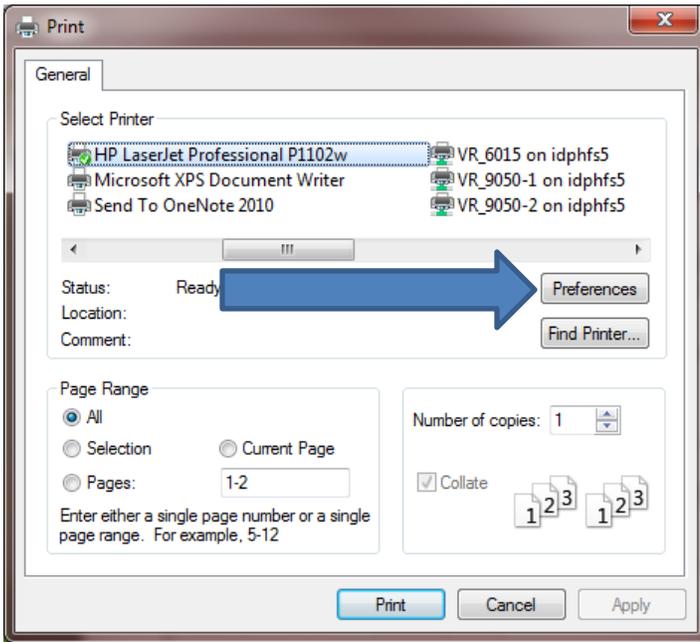
Address 1: 101 South Main Address 2 (optional): [] Zipcode: 64513

Total amount owed: 35.00

Payment

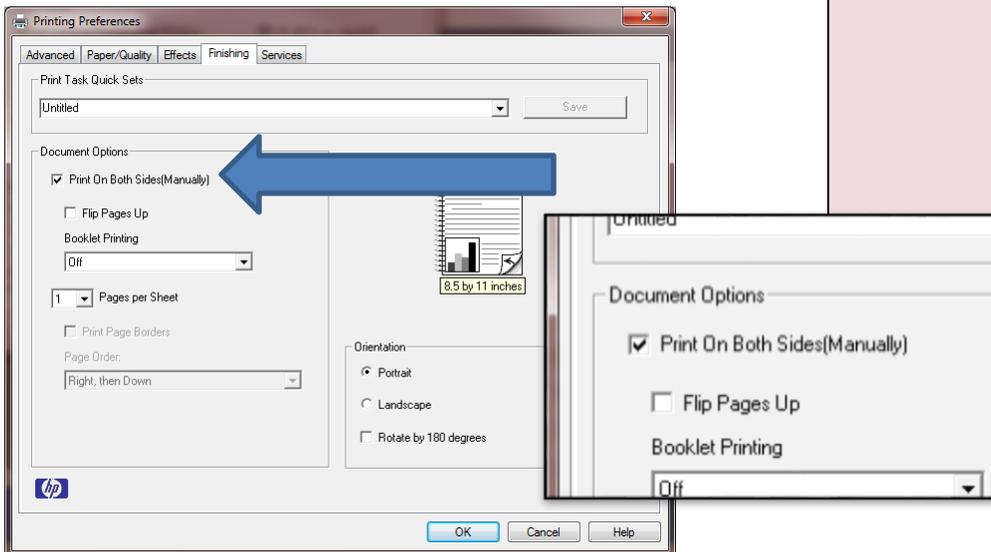
Payment Type: [] Check/MO Number: [] Amount: 35.00

After the CAS Application has been created and the payment entered, documents will be available to print from the IVES Requests/Documents print menu.



Printing Options for Specific Documents

- ✓ There are 2 two-sided documents that are available print from the marriage event: application to marry; Certificate of Marriage.
- ✓ If you choose either of these documents to print, you will get a pop-up box of ***your printer's*** default preferences. (Not all dialog boxes will appear as the image above.)
- ✓ Verify the printer, and click the Preferences button.
- ✓ Use the tabs to locate the Print on Both Sides or Print Double Sided option; choose this option to print that document on both sides.
- ✓ Click OK; Print
 - If you have a printer that does NOT print on both sides, follow the above process. The first page of the document will print; put the print document back in the printer (bi-pass or tray) to print the second page.



Remember: Your print boxes may look different than the above images.

Things To Remember:

- ✓ Marriage regulations have not changed. All the same documents are needed to process a marriage.
- ✓ Print the appropriate documents from the Documents print menu.
 - If you do not need a 3-day waiver or Consent for Minor, do not print them.
 - All documents will be available for every record created.

Fix a Mistake

- ✓ If you find a spelling mistake or other error, simply correct the information, click Save and reprint document.

Adding Waiver from Marriage Record and CAS

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? First Name Last Name Pickup or Mail Certificate
 Party A Party B Kit Kat Mail

Country State City
 United States Iowa

Address 1 Address 2 (optional) Zipcode

Create Application & Request Total amount owed Add Waiver
 35.00



Adding 3-day waiver

Open up the marriage event, go to the CAS Application tab. On the CAS Application tab:

1. Click on the Add Waiver button which will change the Total Amount Owed from \$35 to \$40
2. Message pop-up stating the Waiver Service Added to Order > click OK
3. Go to the Payment paragraph>change the Amount to \$40
4. Save 
5. Message pop-up stating the record has been successfully saved > click OK

Note: The General tab will show the 3 Day Waiver box changed from a "N" to a "Y" and the Valid Date field will also change to the appropriate validation date.

Payment

Payment Type Check/MO Number Amount
 CASH 35.00

Add Payment

Step 2

Waiver Service Added to Order

OK

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? First Name Last Name Pickup or Mail Certificate
 Party A Party B Kit Kat Mail

Country State City
 United States Iowa

Address 1 Address 2 (optional) Zipcode

Create Application & Request Total amount owed Add Waiver
 40.00



Payment

Payment Type Check/MO Number Amount
 CASH 40.00

Add Payment

Print Request Receipt

Step 5

The record has been successfully saved.

OK

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number	County License #	Application Date	Valid Date	3 Day Waiver
	077-2016005124	11/02/2016	11/02/2016	Y

Filing County Reg Type Code Record Status
 Polk PENDING

Marriage (Event Year = 2016)

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

Applicant

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? Party A Party B

First Name: Kit Last Name: Kat Pickup or Mail Certificate: Mail

File Search Fee/CAS Requests/Documents Work Queue Tools Batch Help

Search Criteria Results

Date Application	Applicant Number	Status	Priority	Req or Appl	First Name	Rec
10/28/2016	11186	Pending	NORMAL	Kit	Kat	

On the CAS Application tab of the marriage record:

- ✓ Go up to the Linking menu > click on Applicant
- ✓ Double click on the application result to get to the Application request.

The marriage application request now shows \$40 w/the added \$5 waiver service.

Event Type	Service Type	Fee Type	Copies	Service Total	Status	Search?	ServiceID
MARRIAGE	Application	Standard	1	35.00	COMPLETED	Y	18174
MARRIAGE	Waiver	Standard	1	5.00	COMPLETED	Y	18177

You will need to change the payment to reflect the amount.

- ✓ Double click on the existing payment > change the amount.
- ✓ Save > Close

Application Mailing Billing Flags Reassign Request Refund/Return/Info

Application Status

Applicant Number: 11190 Date of Application (mm/dd/yyyy): 11/02/2016 Application Type: Mail Assigned to: MARRIAGE

Identification: / / Date Received (mm/dd/yyyy): / / Status: PENDING

Applicant Information

First Name: Kit Middle: Last Name: Kat Company/Age: City: State Name: Iowa Country: United States Address 1: Address 2 (optional): Zipcode: Phone (Primary): Fax (if applicable): Is Applicant:

Services

Total Amount Charged	Total Amount Paid	= Amount	State Amount	Local Amount
40.00	35.00	5.00	36.00	4.00

Request and Payment Information

You must save the record before trying to add a new request or payment the first time. (The Applicant Number must be present)

Requests + Payments +

Event	First Name	Last Name	Status	Total	Assigned To	Payment Date	Payment Type	Check Num	Amount	Receipt No	Returned	Payment ID
MARRIAGE	Kit	Kat	COMPLETED	40.00		11/2/2016	CASH		35.00	11190		9182

Payment for Services Flags

Payment

Payment Date: 11/02/2016 Payment Type: CASH Check/MO Number: Payment Amount: 40.00

Remove Waiver from Marriage Record and CAS

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? Party A Party B

First Name: Kit Last Name: Kat Pickup or Mail Certificate: Mail

Country: United States State: Iowa City:

Address 1: Address 2 (optional): Zipcode:

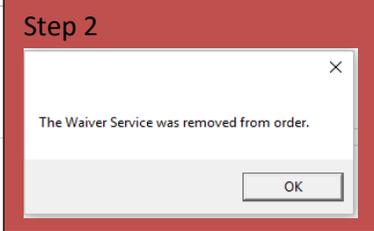
Total amount owed: 40.00

Buttons: Create Application & Request, Add Waiver, Remove Waiver

Payment

Payment Type: CASH Check/MO Number: Amount: 40.00

Buttons: Add Payment, Print Request Receipt



General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? Party A Party B

First Name: Kit Last Name: Kat Pickup or Mail Certificate: Mail

Country: United States State: Iowa City:

Address 1: Address 2 (optional): Zipcode:

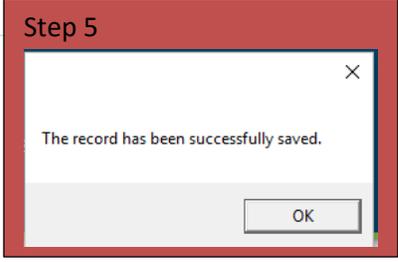
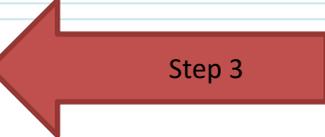
Total amount owed: 35.00

Buttons: Create Application & Request, Add Waiver, Remove Waiver

Payment

Payment Type: CASH Check/MO Number: Amount: 35.00

Buttons: Add Payment, Print Request Receipt



Removing 3-day waiver

Open up the marriage event, go to the CAS Application tab. On the CAS Application tab:

1. Click on the Remove Waiver button which will change the Total Amount Owed from \$40 to \$35.
2. Message pop-up stating the Waiver Service was removed from order > click OK
3. Go to the Payment paragraph>change the Amount to \$35
4. Save 
5. Message pop-up stating the record has been successfully saved > click OK

Note: The General tab will show the 3 Day Waiver box changed from a "Y" to a "N" and the Valid Date field will also change to the appropriate validation date.

General Party A Party B Application/License Marriage Return Flags CAS Application

System

State File Number: County License #: 077-2016005122 Application Date: 10/27/2016 Valid Date: 10/31/2016 3 Day Waiver: N

Filing County: Polk Reg Type Code: Record Status: PENDING

Marriage (Event Year = 2016)

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

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? First Name Last Name Pickup or Mail Certificate

Party A Party B Kit Kat Mail

File Search Fee/CAS Requests/Documents Work Queue Tools Batch Help

Search Criteria Results

Date Application	Applicant Number	Status	Priority	Req or Appl First Name	Req or Appl
10/28/2016	11186	Pending	NORMAL	Kit	Kat

On the CAS Application tab of the marriage record:

- ✓ Go up to the Linking menu > click on Applicant
- ✓ Double click on the application result to get to the Application request.

The marriage application request now shows \$35 w/the removal of the \$5 waiver service.

Event Type	Service Type	Fee Type	Copies	Service Total	Status	Search?	ServiceID
MARRIAGE	Application	Standard	1	35.00	COMPLETED	Y	18156

You will need to change the payment to reflect the amount.

- ✓ Double click on the existing payment > change the amount.
- ✓ Save > Close

Application Mailing Billing Flags Reassign Request Refund/Return/Info

Application Status

Applicant Number: 11186 Date of Application (mm/dd/yyyy): 10/28/2016 Application Type: Mail Assigned to (Queue): MARRIAGE LICENSE

Identification: / / Date Received (mm/dd/yyyy) Status: PENDING

Applicant Information

First Name: Kit Middle: Last Name: Kat Company/Agency Name:

Country: United States State Name: Iowa City:

Address 1: Address 2: Zipcode:

Phone (Primary): Fax (if applicable): Is Applicant Address:

Services

Total Amount Charged: 35.00 - Total Amount Paid: 40.00 = Customer Overpaid: (5.00) State Amount: 31.00 Local Amount: 4.00

Request and Payment Information

You must save the record before trying to add a new request or payment the first time. (The Applicant Number must be present)

Requests + Payments +

Event	First Name	Last Name	Status	Total	Assigned To	Payment Date	Payment Type	Check Num	Amount	Receipt No	Returned	Payment ID
MARRIAGE	Kit	Kat	COMPLETED	35.00		10/28/2016	CASH		40.00	11186		9178

Payment for Services Flags

Payment

Payment Date: 10/28/2016 Payment Type: CASH Check/MO Number: Payment Amount: 35.00

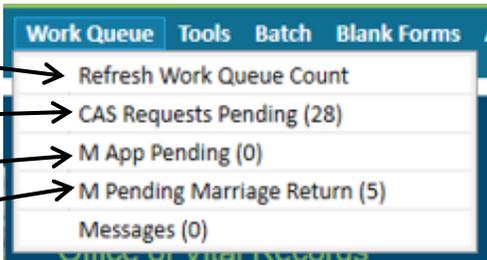
Work Queues

Refresh Work Queue Count ←

CAS Requests Pending ←

M App Pending ←

M Pending Marriage Return ←



The screenshot shows a menu with the following items: Refresh Work Queue Count, CAS Requests Pending (28), M App Pending (0), M Pending Marriage Return (5), and Messages (0). Arrows from the text on the left point to each of these items.

CAS Requests Pending: The CAS Requests Pending work queue contains all CAS applications that are marked as **PENDING** on the application screen. *Applications found in the CAS pending work queue are either certified copy requests submitted funeral directors, county has not received the payment, and CAS applications created from the marriage module. CAS applications that are marked COMPLETED will be removed from this work queue.*



The screenshot shows the Application Status form with the following fields: Applicant Number (11037), Date of Application (07/08/2016), Application Type (Mail), Assigned to (Queue) (MARRIAGE LICENSE), Priority (NORMAL), Identification, Date Received (// // //), and Status (PENDING). The Status field is highlighted in yellow.

M App Pending: The M App Pending work queue shows the marriage records that have been started, but the LICENSE COMPLETED box is **NOT** marked “Y” and without the completed date and signature.



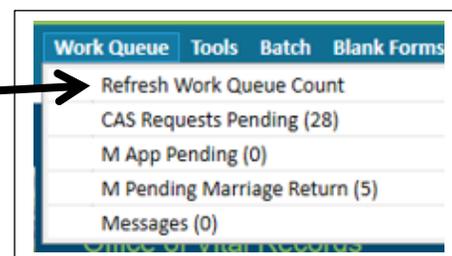
The screenshot shows the Marriage Return form with the following fields: Social Security Numbers, Anticipated Ceremony (optional) (Anticipated Ceremony Date, Anticipated Officiant), License Complete (License Completed?, Date Completed, Completed by), and State Use Only (X). The License Completed? field is highlighted in yellow and is empty.

M Pending Marriage Return: The M Pending Marriage Return work queue shows the marriage records that have been marked “Y” in the LICENCE COMPLETED box with the completed date and signature. The records that appear in this work queue, the Marriage Return tab is not complete as the county is waiting on the Certificate of Marriage to be signed and returned.



The screenshot shows the Marriage Return form with the following fields: Social Security Numbers, Anticipated Ceremony (optional) (Anticipated Ceremony Date, Anticipated Officiant), License Complete (License Completed?, Date Completed, Completed by), and State Use Only (X). The License Completed? field is highlighted in yellow and contains the letter 'Y'.

Refresh Work Queue Counts: The numbers displayed beside each work queue represents the number of records in that work queue. Click on **Refresh Work Queue Counts** to display the most recent count of records.



The screenshot shows the Work Queue menu with the following items: Refresh Work Queue Count, CAS Requests Pending (28), M App Pending (0), M Pending Marriage Return (5), and Messages (0). An arrow points to the Refresh Work Queue Count button.

Marriage Return Tab

General Party A Party B Application/License **Marriage Return** Flags CAS Application

Filing

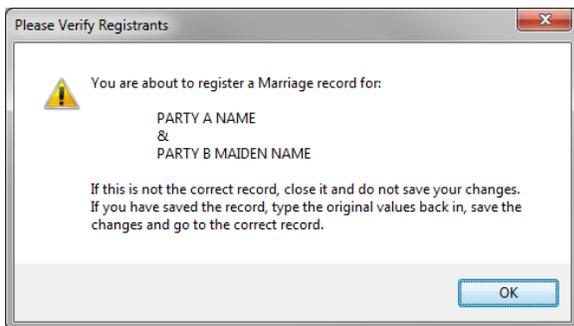
Date of Marriage: 09/06/2016
Place of Marriage - County: Dallas
City or Location: Waukee

Date Filed: 09/06/2016

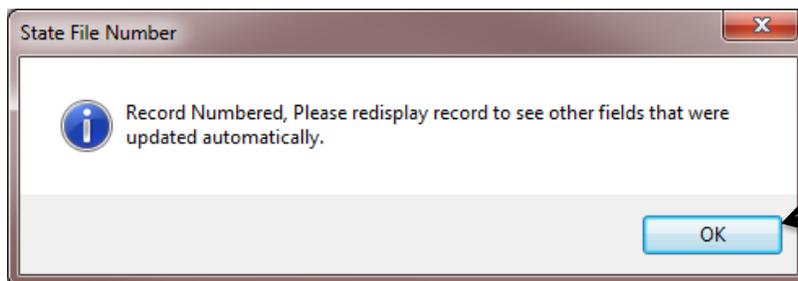
Record Completed?: Y
Date Completed: 09/06/2016
Completed By: Nichols, Sammui

Marriage Return:

- ✓ Once a Certificate of Marriage is signed and returned to the issuing office for filing, the user needs to mark the marriage as complete in IVES.
- ✓ On the Marriage Return tab, enter the Date of Marriage – a pop up will appear to verify the correct record is being registered, the Place of Marriage, and the County and City or Location
 - This must be in IOWA.
- ✓ Date Filed field defaults to the Date of Marriage – Recorders can change the date to match their signature on the certificate.
- ✓ Enter 'Y' for Record Complete and tab out of field.
- ✓ The **Date Completed** and **Completed By** will default with the current date and the user.

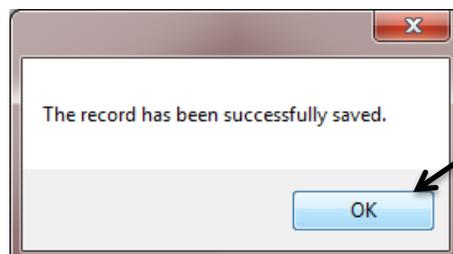


Verify Registrants pop-up will appear after entering the Date of Marriage. Verify>Click OK.



This pop-up will appear that states the record has been numbered. **Click OK.**

A pop-up will appear that shows that the record was successfully saved. **Click OK.**



DO NOT CLICK SAVE AT TOP

CAS Application Tab after Marriage Return Filed

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

save close

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? Party A Party B

First Name: Ryan Last Name: Reynolds Pickup or Mail Certificate: Mail

Country: United States State: Iowa City: Polk

Address 1: 123 Cherry Lane Address 2 (optional): Zipcode: 50319

Total amount owed: 35.00

Buttons: Create Application & Request, Add Waiver, Remove Waiver

Payment

Payment Type: CASH Check/MO Number: Amount: 35.00

Buttons: Add Payment, Print Request Receipt

Add Certificate to Request

Address Change?: N Pickup or Mail Certificate: Mail

Country: United States State: Iowa City:

Address 1: Address 2 (optional): Zipcode:

Buttons: Add Certificate to Request

Blue arrows point to the Zipcode field and the Add Certificate to Request button.

CAS IDs

ApplicantID	RequestID	PaymentID	CAS Created by
11170	12199	9165	Nichols, Sammui

New Address?
If the address of the couple has change, enter the new address here. The address will change in CAS.

Add Certified Copy Request to the CAS Application
To add the certified copy request to the CAS application, go to the CAS Application tab, click on the Add Certificate to Request button.

✓ You can only click this button once. If the couple wants more than one certified copy, all additional requests must be entered into CAS manually.

Linking to CAS Record (Initial No Fee Certificate)

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

General Party A Party B Application/License Marriage Return Flags CAS Application

Create CAS Application & Request

Create CAS Application under which name? First Name Last Name Pickup or Mail Certificate
 Party A Party B Ryan Reynolds Mail

Country State City
United States Iowa

Address 1 Address 2 (optional) Zipcode

Create Application & Request Total amount owed 35.00 Add Waiver

Payment

Payment Type Check/MO Number Amount
CASH 35.00

Add Payment Print Request Receipt

Add Certificate to Request

Address Change? Pickup or Mail Certificate
N Mail

Country State City
United States Iowa

Address 1 Address 2 (optional) Zipcode

Add Certificate to Request

CAS IDs

ApplicantID	RequestID	PaymentID	CAS Created by
11170	12199	9165	Nichols, Sammul

Linking to CAS Record

The No Fee Certified copy request is added to the CAS application. To get to the application to complete the service you will need to:

- ✓ Go up and click on the Linking menu at the top of the page
- ✓ Click on Applicant

File Search Fee/CAS Requests/Documents Work Queue Tools Batch Help

Search Criteria Results

Date Application	Applicant Number	Status	Priority	Req or Appl First Name	Req or Appl Last Name	Company/Agency N
10/13/2016	11170	COMPLETED	NORMAL	Ryan	Reynoldss	

Reset/Clear Display Records Found: 1

Search Event

This will give you the results of the CAS application for Party A & B (whichever one you picked).

- ✓ Click Display or double click on the grid to open up the application

Request (Event Year = 2011)

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

Service Search - Marriage

Requested Record

Type of Event: MARRIAGE

First Name: Ryan

Purpose of Request: Marriage

Service Totals for

Total of Services: 40.00

Service Information

To add a service

To change service

To view the details

Add New Service

Services +

Search

Search Event

Search for Event Record

System

Request Status: PENDING

Date Status Changed: 09/26/2016

Changed By: Nichols, Sammui

Applicant ID: 11134

Request Queue Assignment

Tracking Number (Ups/VC/FedEx)

Location Code: CNTY-089

User Location Description: Van Buren

User Location Current

Work Assignment to other location

Editing an existing event.

0 Alerts:

CAS Service

- ✓ Highlight the pending service>click on Search for Event Record> go to Request/Documents> Documents> **M CERT COPY MARRIAGE COUNTY**
- ✓ Use State IVES paper (blank paper). Enter the state safety paper number> click OK
- ✓ Save and Close

Printing Certified Copy Images

Printing Certified Copy Images

- ✓ Create CAS application and enter service.
- ✓ Highlight the service, Search for the Event Record>go to Request/Documents> Documents> Choose
 - **M CERT IMAGE MARRIAGE COUNTY**
 - Use State IVES paper (blank paper).

Example after State scans Certificate of Marriage:

- ✓ From the Request/Documents menu, view of **M CERT IMAGE MARRIAGE COUNTY** document

The screenshot shows a web application window titled "Search - Marriage". The interface includes a menu bar with "File", "Search", "Fee/CAS", "Requests/Documents", "Work Queue", "Tools", "Batch", and "Help". The "Requests/Documents" menu is open, displaying a list of document types: "M 3-Day Waiver Application", "M Address Update", "M Application for License", "M CERT IMAGE MARRIAGE COUNTY" (highlighted with a red box), "M Certificate of Marriage", "M Consent for Minor", "M License to Marry", and "Marriage Order Receipt".

Below the menu, a table displays search results. The table has columns for "State File Number", "Event Year", "Application Date", "Record Status", and "Party A - First Name". The data row shows:

State File Number	Event Year	Application Date	Record Status	Party A - First Name
2016004090	2016	10/13/2016	REGISTERED	Ryan

At the bottom of the window, there are buttons for "Reset/Clear" and "Display", and a status indicator that says "Records Found: 1".

Save without Edits

The marriage event can be saved once the following fields have been completed:

Application Date and Valid Date

- ✓ Remember: Valid Date is a default based off the 3-Day waiver information

Party A & B – Current Name

- ✓ First Name
- ✓ Current Last Name
- ✓ Last Name prior to any Marriage

Party A & B – Name After Marriage

- ✓ First Name
- ✓ Last Name

Party A - Current Name

Party A Designation (optional)

First Name: John Middle Name: Current Last Name: Smith Last Name prior to any marriage: Smith Suffix:

Party A - Name after marriage

First Name: John Middle Name: Last Name: Smith Suffix:

Once the fields have been completed:

File>Save without Edits

Marriage (Event Year = 2015)

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

New Event
Save CTRL+S
New Special
Save Without Edits
Delete Record
Close

Application/License Marriage Return Flags CAS Application

Middle Name: Current Last Name: Green Last Name prior to any marriage: Green Suffix:

Party B - Name after marriage

First Name: Sue Middle Name: Last Name: Smith Suffix:

Residence Address Information

Country: State:

CAS Application – After Save without Edits, you can click on the CAS tab and create and application, request and pament

Create CAS Application & Request

- ✓ Choose Party A or Party B
 - That name after marriage will default
- ✓ Enter the mailing address
- ✓ Click **Create Application & Request** button
- ✓ The total amount owed will autocalculate

Payment:

- ✓ Choose Payment Type; enter Check/MO number is required; enter amount collected.
- ✓ Click **Add Payment** button.
- ✓ The application ID is at the bottom of the screen under paragraph CAS IDs.

The screenshot shows the 'Create CAS Application & Request' form in a web application. The form is divided into two main sections: 'Create CAS Application & Request' and 'Payment'. The 'Create CAS Application & Request' section includes fields for 'Party A' (selected) or 'Party B', 'First Name' (Tucker), 'Last Name' (Johnson), 'Pickup or Mail Certificate' (Mail), 'Country' (United States), 'State' (Iowa), and 'City'. Below these are fields for 'Address 1', 'Address 2 (optional)', and 'Zipcode'. A 'Create Application & Request' button is present, with an arrow pointing to a callout box labeled '#2: Click Create Application & Request'. The 'Payment' section includes a 'Payment Type' dropdown, 'Check/MO Number', and 'Amount' fields. An 'Add Payment' button is present, with an arrow pointing to a callout box labeled '#4: Click Add Payment button'. A 'Print Request Receipt' button is also visible. A callout box labeled '#1: Mailing' points to the 'City' field. A callout box labeled '#3: Add payment type and amount' points to the 'Payment Type' dropdown.

Things To Remember:

- ✓ Do **NOT** print the document listed under Request/Documents
 - These documents will not be complete until after you finish the application process and mark the License as complete.
- ✓ If you need to change the Application date, simply enter the new date, and tab out of the field. This will update the Valid Date of the marriage.
 - This is only required if the application process is being completed after the 3 day waiting period has passed or the applicants come back with a 3-day waiver.
- ✓ Once you have completed all the information in the IVES system, and the record is marked License Complete, click on the **SAVE** button. This will update the documents so all the information prints correctly.

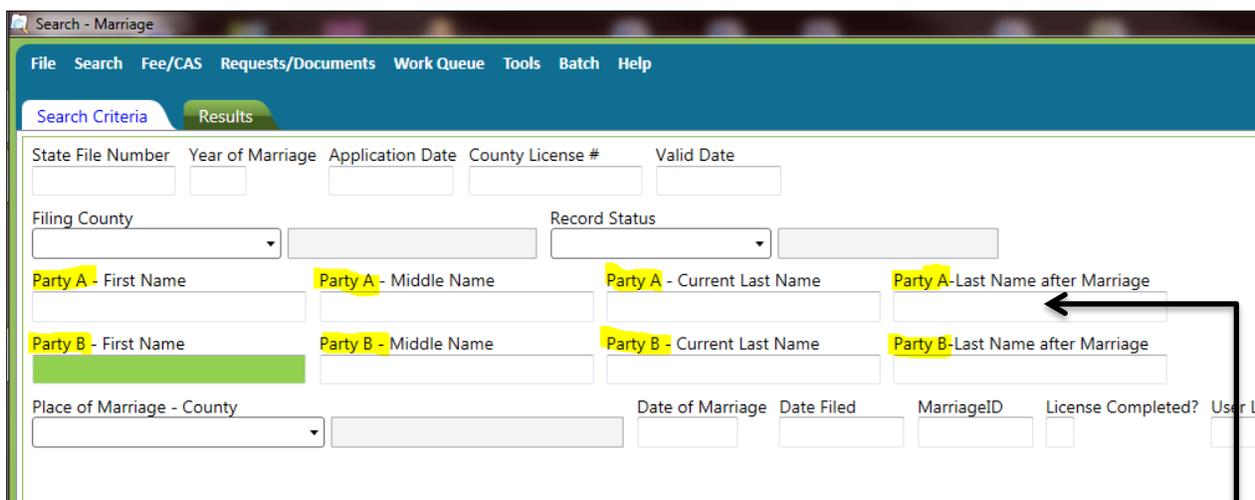
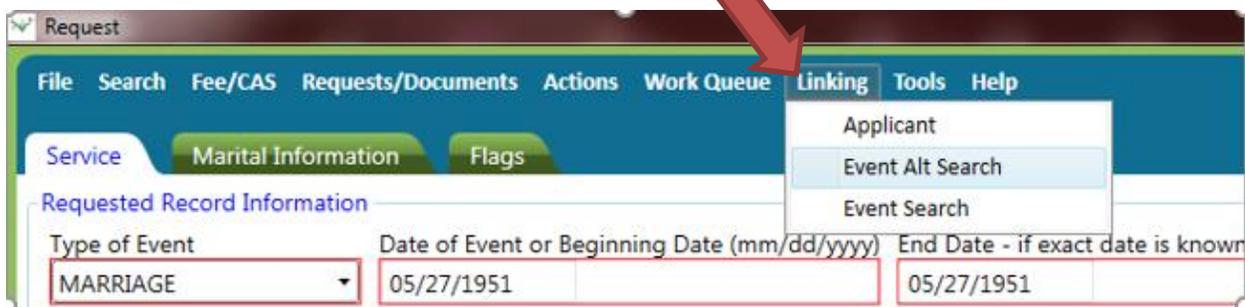
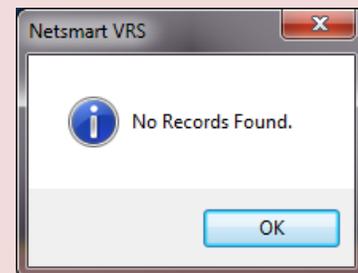
Searching for Marriage Records through CAS

Searching for Marriage records in CAS

- ✓ The Search for Event Record button looks for the name listed as Party A on a marriage record
- ✓ If the search information listed in the CAS request screen is Party B, you will receive a pop-up that states 'No Record Found'

When this happens, go to the Linking>Event Alt Search

This will search the name in the Party B field



Searching for Marriage records from Marriage Search Screen

- ✓ From home screen, Search>Marriage
 - The search fields include Party A name and Party B name
 - If you receive a pop-up stating No Record Found, **you need to search the other Party name fields.**

Redacting Marriage Certificates

Service Marital Information Flags

Requested Record Information

Type of Event: MARRIAGE Date of Event or Beginning Date (mm/dd/yyyy): 01/13/1973 End Date - if exact date is known enter here also (mm/dd/yyyy): 01/13/1973

First Name: mary Middle Name: Last Name: french Generational Identifier:

Purpose of Request: Insurance Benefits Relationship: Spouse

Service Totals for this request

Total of Services for this Request	State Amount	Local Amount
20.00	16.00	4.00

Service Information

To add a service, click the Add New Service button or click the + (Plus) button.
 To change service information, select a row and then change the information in the fields at the top of the paragraph.
 To view the details of a service, double click an entry or select an entry and press ENTER key.

Add New Service Service Type: Certified Copy Fee Type: Standard Copies: 1 Status: PENDING Save Service

Event Type	Service Type	Fee Type	Copies	Service Total	Status	Search?	ServiceID
MARRIAGE	Certified Copy	Standard	1	20.00	PENDING		

Services +

Search

Search for Event Record

On the CAS Service, click on Search for Event Record button

Select Requests/Document>Documents>M CERT IMAGE MARRIAGE COUNTY

Search - Marriage

File Search Fee/CAS Requests/Documents Work Queue Tools Batch Help

Documents M CERT IMAGE MARRIAGE COUNTY

Enter safety paper number > Click OK

Input Text

Please enter the beginning document sequence or a range of document sequences separated by a comma.

Is high to low?

OK Cancel

Image will appear with the option to redact. **If you do not need to redact, go to step 7.**

Edit Image Document

STATE OF IOWA
IOWA DEPARTMENT OF HEALTH
CERTIFICATE OF LIVE BIRTH

CHILD'S NAME: Phoenix Alexander

SEX: Male DATE OF BIRTH (Mo., Day, Yr.): 10-12-2002 HOUR OF BIRTH: 01:09 P.M.

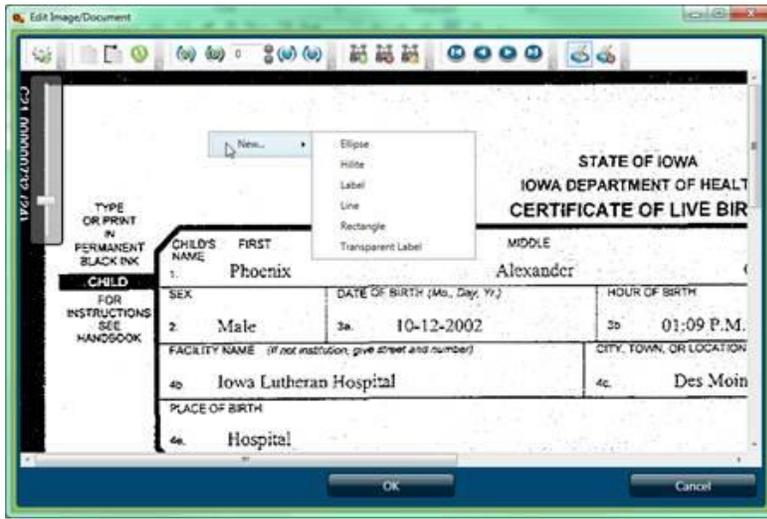
FACILITY NAME (if not institution, give street and number): Iowa Lutheran Hospital CITY, TOWN, OR LOCATION: Des Moines

PLACE OF BIRTH: Hospital

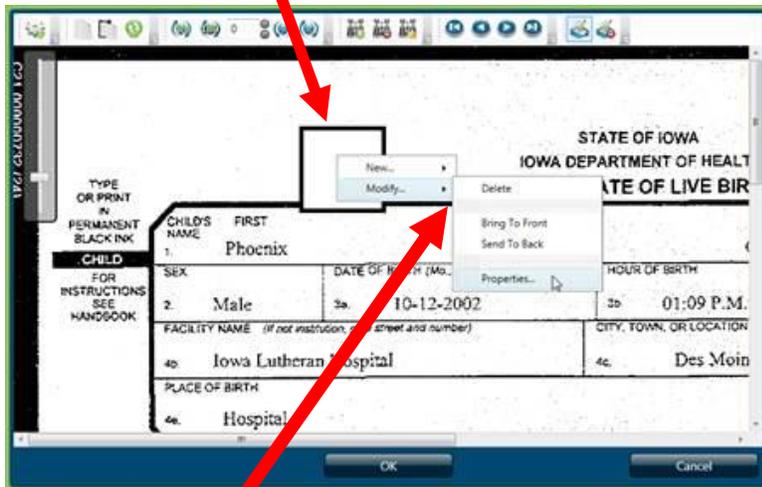
OK Cancel

Process to Redact marriage image

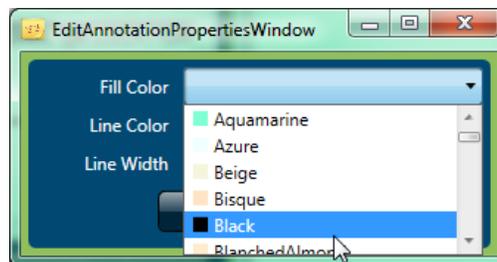
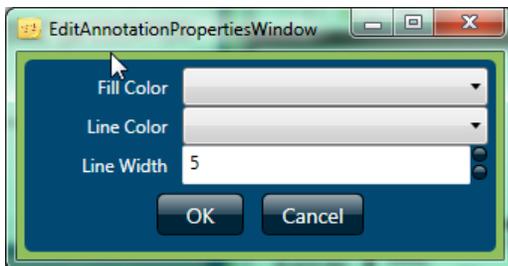
Right click on the image and select the shape you want to use.



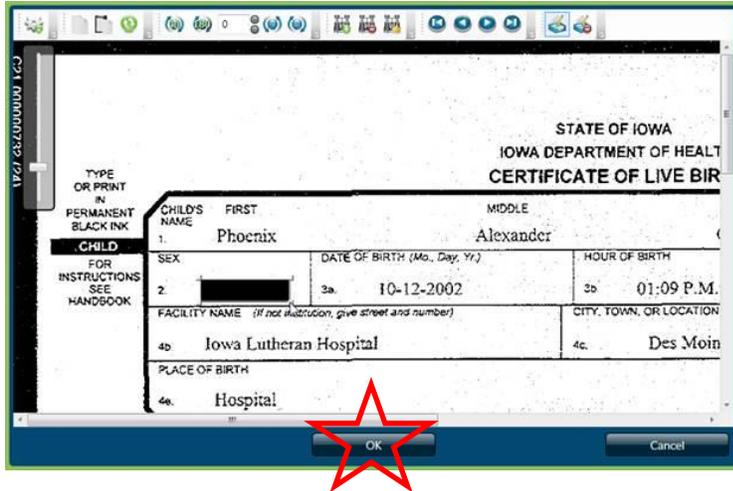
Right click on the shape to alter the color as needed.



Select Modify>Properties. This will launch a dialog box for altering the color, size of lines and fill. Choose color as needed (generally black). Click **OK** to accept changes.

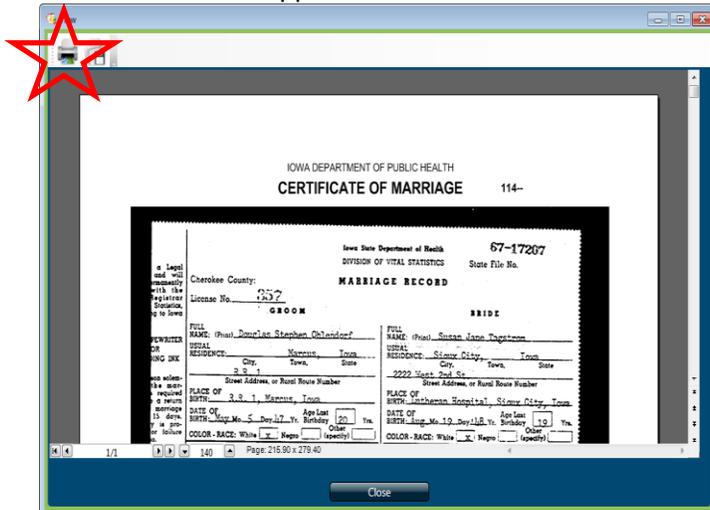


Move and re-size the shape to redact a field on the document.

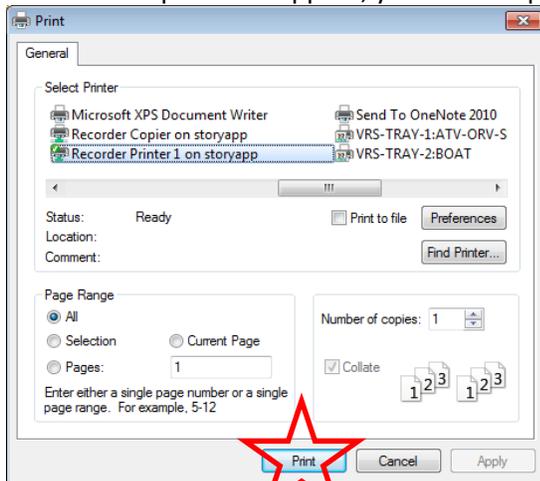


Click OK on the image

The next screen to appear is the Print Preview screen where you can print the document. Click on the print icon



The Printer option will appear; your default printer will be highlighted. Click the Print button

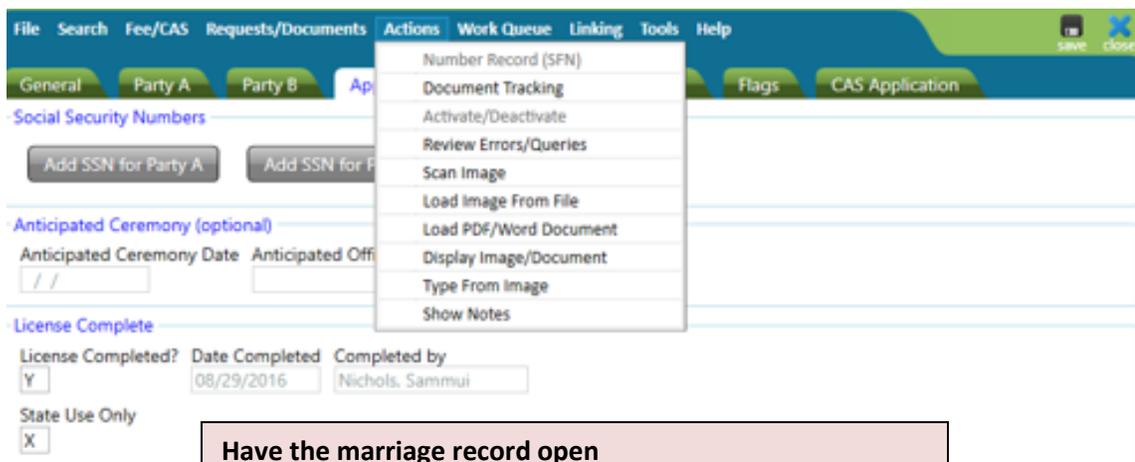


Archiving and Scanning

Final Steps

- ✓ Original Certificate of Marriage documents **MUST** be mailed to the State for review
- ✓ Counties **MAY** scan all the marriage documents to IVES.
 - If the county chooses to scan and attach all marriage documents into IVES, the original documents may be destroyed AFTER the Certificate of Marriage has been filed and sent to the State.
 - Applications of license to marry are public documents once the license has been picked up or mailed to the applicants.
 - Counties need to email the State when licenses are not picked up within 6 months of the application date.
 - The State will deactivate the record.

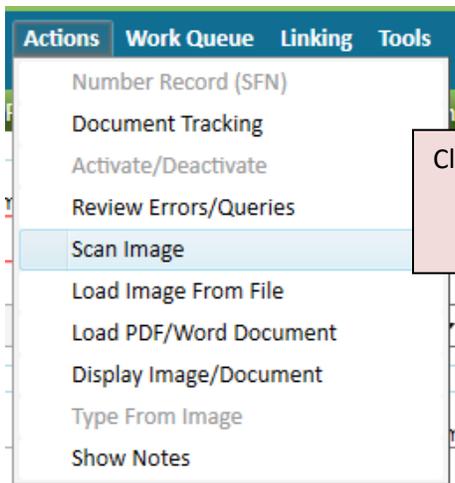
Scanning & Attaching Documents



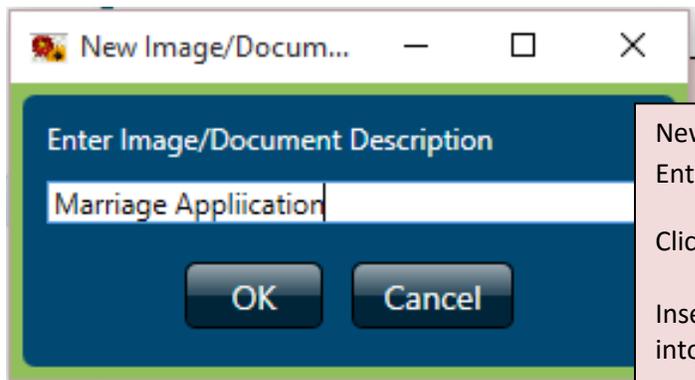
Have the marriage record open

- Select Actions from the menu
- **Select one of the 3 options:**
 1. Scan Image
 2. Load Image from File
 3. Load PDF/Word Documentation

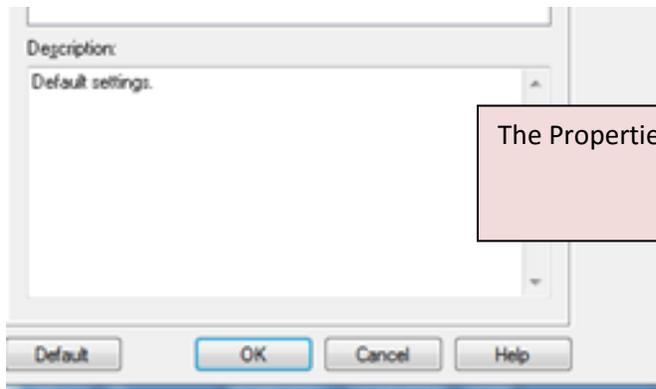
OPTION 1: Scan Image (if you have a scanner attached to your computer and it allows you to load the image to the application)



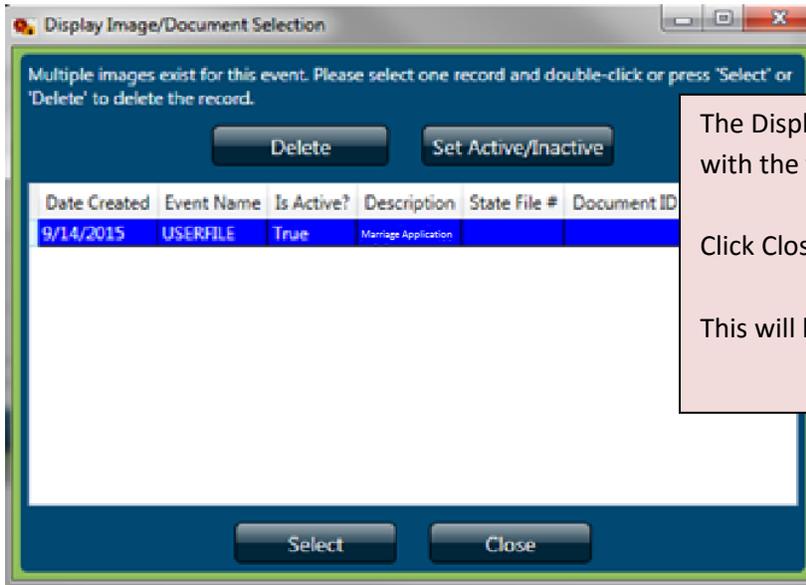
Click Scan Image from the Action Menu



New Image/Document screen will appear – Enter a description for the document.
Click OK
Insert document (application) to be scanned into the Scanner



The Properties Dialog will appear – Select OK

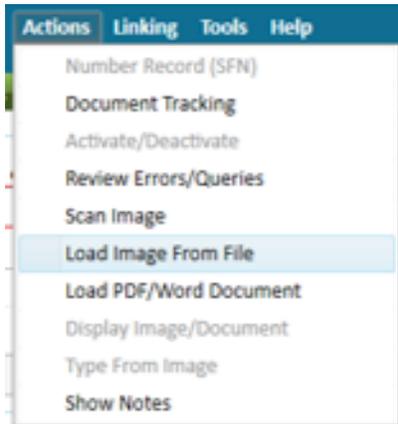


The Display Image/Document Selection will appear with the file you scanned.

Click Close

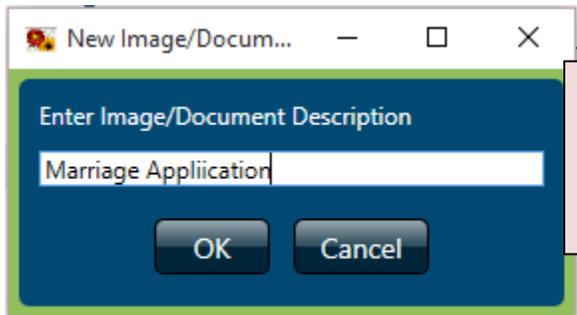
This will bring you back to the marriage record.

OPTION 2: Load Image from File (If you have a scanner that requires you to save it as an image -> use this option)



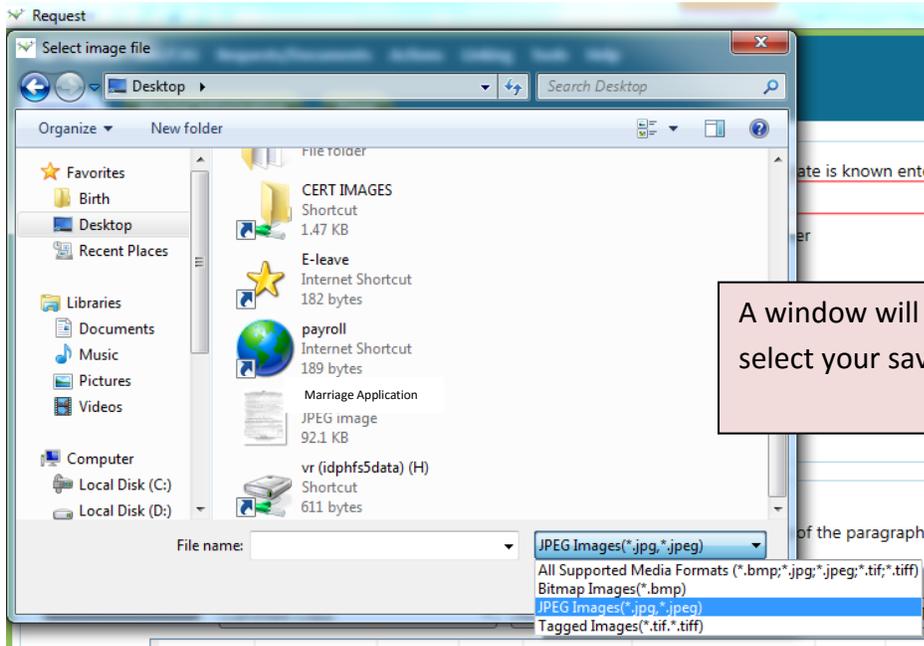
Scan the application and supporting documentations (if applicable) through your scanner which will require you to save the Image as a jpeg or tiff on your computer.

On the application, click on the Actions menu>Load Image From File

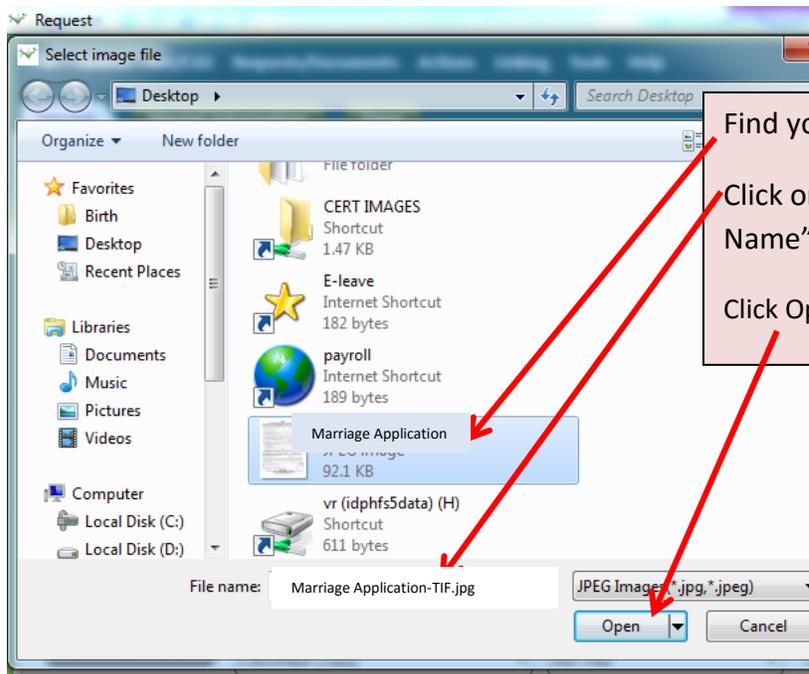


New Image/Document screen will appear – Enter a description for the document.

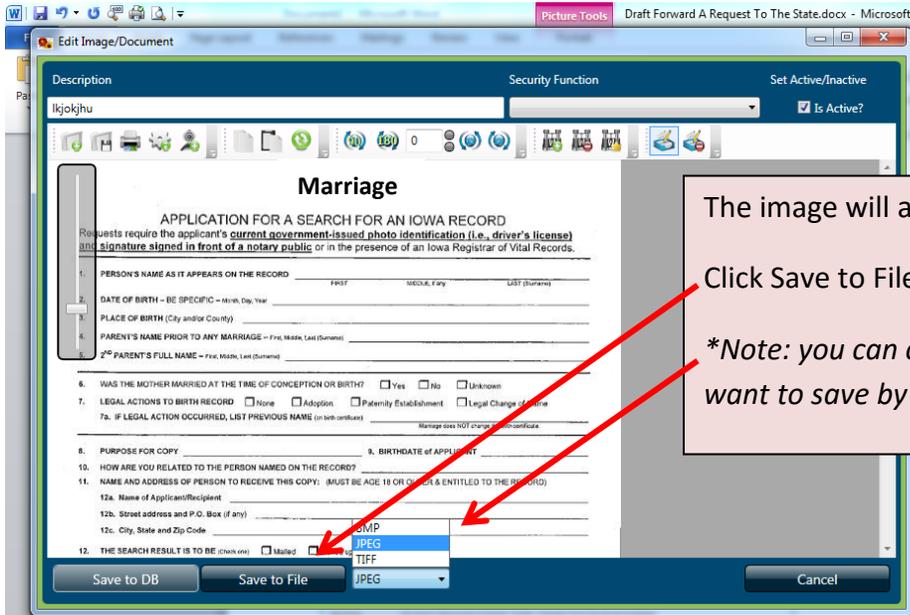
Click OK



A window will appear that allows you to select your saved image file.



Find your saved image file
Click on it, this will filter into the "File Name" field.
Click Open

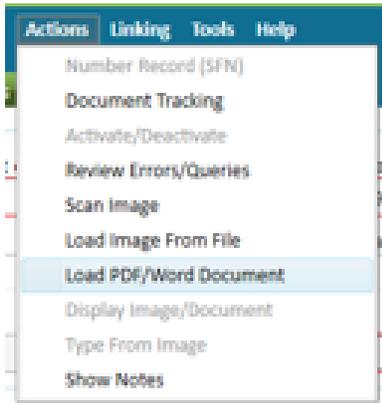


The image will appear

Click Save to File

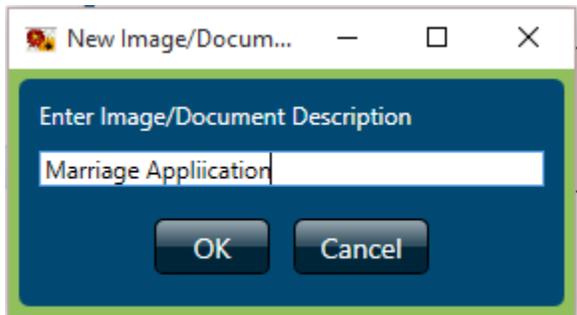
**Note: you can choose the type of file you want to save by clicking on the dropdown*

OPTION 3: Load PDF or Word Document (If you have a scanner that requires you to save it as a PDF or Word Document -> use this option)



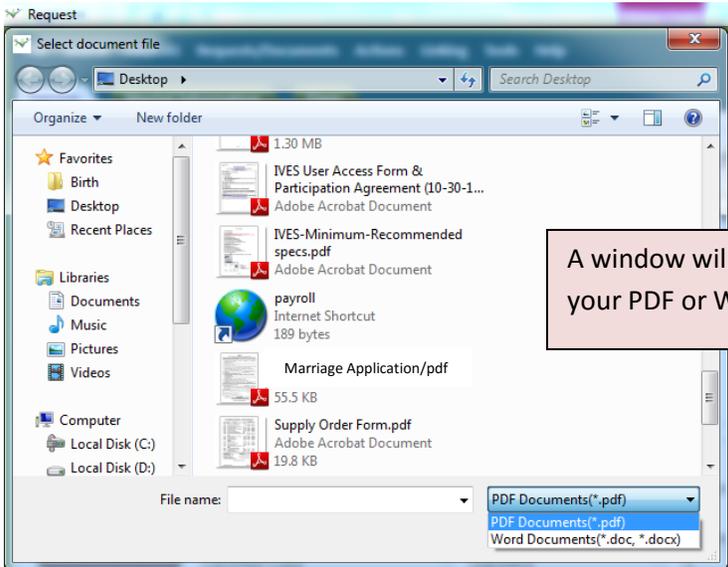
Scan the application and supporting documentations (if applicable) through your scanner which will require you to save it as a PDF or a Word Document on your computer.

On the application, click on the Actions menu>Load PDF/Word Document

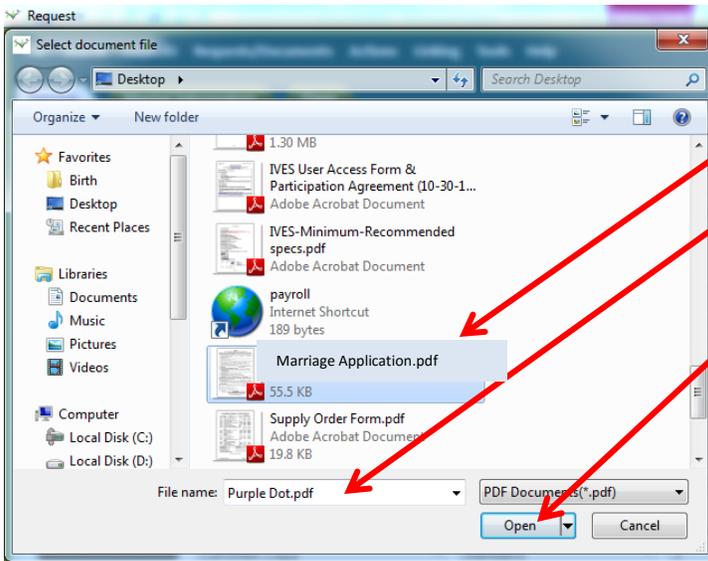


New Image/Document screen will appear – Enter a description for the document.

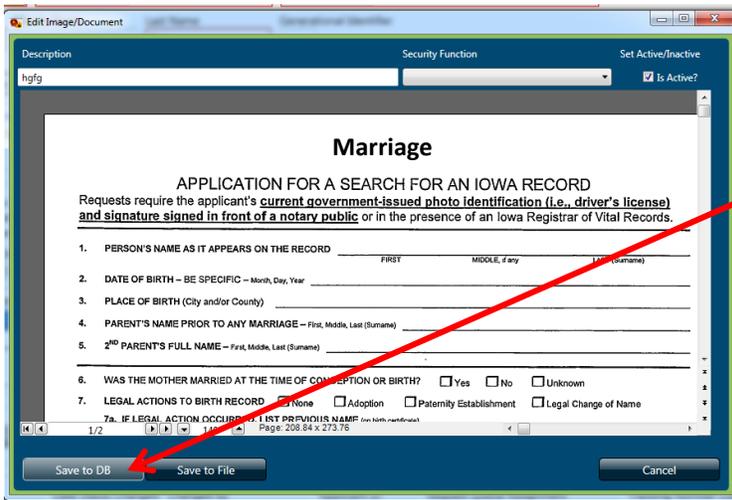
Click OK



A window will appear that allows you to select your PDF or Word Document.



Find your saved PDF or Word Document
 Click on it, this will filter into the "File Name" field.
 Click Open



The image will appear with the description of the image
 Click Save to File
 The screen will disappear and bring you back to the application or service screen.

Blank Marriage Forms

Blank Marriage Forms

- ✓ Blank Marriage Forms are available to print from the **Home Screen>Blank Forms**.

