



**Office of the Recorder  
Cerro Gordo County Courthouse**

220 N Washington Ave      Mason City, IA 50401-3254  
Colleen Pearce, Recorder  
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(641) 421-3058  
FAX (641) 421-3154

**REQUESTING A CERTIFIED COPY OF AN IOWA VITAL RECORD  
FROM THE  
CERRO GORDO COUNTY RECORDR'S OFFICE**

Complete the Application for Certified Copy

**Applicant** must **sign** in front of a **Notary Public** (when applying by mail)

Include a photocopy of the **Applicant's** government issued Photo I.D. (driver's license)

**Mail To:**

Cerro Gordo County Recorder  
220 N. Washington Ave.  
Mason City IA 50401

**Include:** \$15.00 for each copy requested

**Acceptable Payment:** Cash, Check, Money Order or Cashier's Check

**Payable To:** Cerro Gordo County Recorder

Please include a self-addressed stamped business size envelope for the copy's return