



### I Need a Copy of...

Have you ever needed a copy of an important document and not been able to find it in your home file? Sometimes, even when you can find your copy of a document, you need to provide an original or a certified copy, or you may not want to part with your one and only copy. For example, where do you go to obtain a copy of your marriage certificate or a car title? Finding out where to make your request is an important first step. Knowing what kind of information or identification you must provide to obtain that copy is also helpful.

Following is a list of important documents and where you might obtain a copy in Missouri. If other states are involved, you will need to contact those states for these documents. Keep in mind that many telephone directories now have a separate listing for government offices where federal, state, county and/or city offices are each listed under separate headings.

Document needed:	Phone book location and website:	What you need to know to obtain a copy:	Cost:
Adoption papers	County juvenile office (check under County Circuit Court) in county where the adoption took place.	<ul style="list-style-type: none"> <li>Request made in writing in language authorizing the court to order a search.</li> <li>Provide as much information as possible — birth date, names of adoptive parents and birth parents if known.</li> </ul>	There may be a charge.
Automobile title	<p>"Missouri, State of" in the white pages or in government offices section. Look for sub-listing of revenue department. Also try "License Services" in the Yellow Pages.</p> <p><a href="http://dor.mo.gov/">http://dor.mo.gov/</a></p>	<ul style="list-style-type: none"> <li>Fill out application for duplicate copy of title in person at the license bureau. One of owners must sign for duplicate copy.</li> <li>Bring some proof of ownership such as registration form, pink slip, or insurance papers that show make, model and year of car. Knowing your license plate number and vehicle identification number (VIN) may also be helpful.</li> </ul>	\$8.50 plus a \$2.50 processing fee at a branch office. The fee varies at fee offices.

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## I Need a Copy of... (continued)

Document needed:	Phone book location and website:	What you need to know to obtain a copy:	Cost:
Birth certificate	<p>If born in Missouri, contact any county health department and give county where birth took place. St. Louis City birth records are located in the Recorder of Deeds Office. Or write: Bureau of Vital Records Missouri Department of Health and Senior Services P.O. Box 570 Jefferson City, MO 65102</p> <p><a href="http://health.mo.gov/index.php">http://health.mo.gov/index.php</a></p> <p>If birth was outside Missouri, contact vital records in state where birth occurred.</p>	<ul style="list-style-type: none"> <li>• Must be an immediate relative to obtain a copy. May need to provide identification.</li> <li>• Can obtain birth certificate 1920 to present.</li> <li>• Include: record being requested, name of person, birth date, city and county of birth, and parents' names including mother's maiden name.</li> <li>• Allow two to four weeks for delivery by mail.</li> <li>• For same day service, go to any Missouri Health Department in person. Same charge as requesting by mail. If not possible, your request can be expedited by calling 1-877-817-7363, and charging on a major credit card. There is an extra fee of \$9.95 for the expedited service.</li> </ul>	<p>\$15 check or money order payable to: Missouri Dept. of Health and Senior Services.</p> <p>(Cost is for Missouri — may vary in other states.)</p>
Death certificate	<p>If death was in Missouri from 1980 to present, contact any county health department. St. Louis City death records are located in the Recorder of Deeds Office. Otherwise write: Bureau of Vital Records Missouri Department of Health and Senior Services P.O. Box 570 Jefferson City, MO 65102</p> <p><a href="http://health.mo.gov/index.php">http://health.mo.gov/index.php</a></p> <p>If death was outside Missouri, contact vital records in state where death occurred.</p>	<ul style="list-style-type: none"> <li>• Must be an immediate relative to obtain a copy. May need to provide identification.</li> <li>• Can obtain death certificate 1910 to present.</li> <li>• Include: record being requested, legal name of the deceased, date of death, city and county where death occurred, and your relationship to the deceased.</li> <li>• Allow two to four weeks for delivery by mail.</li> <li>• For same day service on a death certificate from 1980 to present, go to any Missouri Health Department in person. Same charge as requesting by mail. If not possible, your request can be expedited by calling 1-877-817-7363, and charging on a major credit card. There is an extra fee of \$9.95 for the expedited service.</li> </ul>	<p>\$13 for first copy; \$10 for each additional copy. \$15 for fetal death record. Check or money order payable to: Missouri Dept. of Health and Senior Services.</p> <p>(Cost is for Missouri — may vary in other states.)</p>

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## I Need a Copy of... (continued)

Document needed:	Phone book location and website:	What you need to know to obtain a copy:	Cost:
Deed to real estate	County recorder of deeds office. May be under the County Circuit Court or it could be a separate listing under "_____, County of" in the county where the deed was recorded.	<ul style="list-style-type: none"> <li>• Go to recorder of deeds office.</li> <li>• May need to know grantee's and grantor's names.</li> <li>• Need to know date when property was purchased or close estimate.</li> <li>• May have to do record search yourself.</li> </ul>	There may be a copy charge.
Divorce decree	County Circuit Court in county where divorce took place.	<ul style="list-style-type: none"> <li>• May be able to request over telephone.</li> <li>• Provide names of parties involved, case number if known, date of divorce.</li> <li>• May need to provide identification.</li> </ul>	No fee if you are one of the parties involved.
Driver's license	"Missouri, State of" in the white pages or in government offices section. Look for sub-listing of revenue department. May also be found under "License Services" in the Yellow Pages.	<ul style="list-style-type: none"> <li>• Some counties are under a new computerized system where you go to a license bureau, provide the needed information, and receive your license while you are there.</li> <li>• Some counties still have an older system that is not computerized. You must have some form of identification such as your birth certificate, expired driver's license, passport or military identification.</li> <li>• Under both systems, proof of your Social Security number is required. Your Social Security card is acceptable.</li> <li>• If you need a name change on driver's license, you must provide a certified copy of your marriage license, divorce papers, or a bank statement with your new name on it (not just a check). Also need to turn over your old license.</li> </ul>	\$22.50 for 3-year license or \$25 for 6-year license at a branch office. The fee varies at fee offices.
Marriage license	"County recorder of deeds" office. May be under the County Circuit Court or it could be a separate listing under "_____County of" in county where marriage took place.	<ul style="list-style-type: none"> <li>• Call the county to find out their charges because it varies county to county.</li> <li>• Provide your name, name of spouse, bride's maiden name, and date of marriage.</li> </ul>	Cost varies county to county. Costs more if you need a certified copy.

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## I Need a Copy of... (continued)

Document needed:	Phone book location and website:	What you need to know to obtain a copy:	Cost:
Military discharge papers	"County recorder of deeds" office. May be under the County Circuit Court or it could be a separate listing under "_____, County of" in the county where the discharge papers were likely recorded.	<ul style="list-style-type: none"> <li>• Provide your legal name, year of your discharge, and branch of military in which you served.</li> </ul>	Copy charge varies in each county.
Personal property or real estate property tax receipts	County collector's office where taxes were paid.	<ul style="list-style-type: none"> <li>• Go to the county collector's office.</li> <li>• Provide your name and address.</li> </ul>	Copy charge varies in each county.
Social Security card	<p>"Social Security Administration" in white pages or under government listings. Can call 800-772-1213 to get address and phone number of nearest Social Security office.</p> <p><a href="http://www.ssa.gov">http://www.ssa.gov</a></p>	<ul style="list-style-type: none"> <li>• Obtain application by going into office, downloading off the Internet or by calling and having it sent.</li> <li>• Sign the application and bring it and a source of identification with your name and Social Security number on it to the local office. Birth certificate does not work as identification.</li> <li>• If name has changed, must provide a certified copy of marriage certificate, your divorce papers, or some form of identification.</li> </ul>	No charge.

This handout is reprinted from *Making Money Count* for Joplin, Mo. area residents affected by the tornado of May 2011. *Making Money Count* is a curriculum for managing personal finances, published by University of Missouri Extension.