

## Vital Record Request

The request for a Vital Record can be made in any South Dakota Courthouse. Vital Record requests include Birth, Death and Marriage. The request for a Vital Record includes an Application and a payment of \$15 per requested document.

Print out the attached application. The top portion of the application identifies the person requesting the document (the applicant). Complete the section on the application that pertains to the type of document you are requesting, Birth, Death, or Marriage. A page of instructions is included.

Return the original application (with the original signatures) and the payment to our office or to any courthouse in South Dakota. Lake County Register of Deeds completes your request and returns by mail your document usually the same day it is received.

Contact our office if you have any questions. More detailed instructions can be found at:

<http://doh.sd.gov/records/OrderingVitalRecords.aspx>

[South Dakota Vital Records Request Application](#) (Click to download.)

## Phone and Internet Orders

For your convenience, you can process phone or online request through an independent company that the State of South Dakota has partnered with to provide you this service: VitalChek Network, Inc.

*VitalChek is the **only** third-party vendor authorized by the South Dakota Department of Health to accept orders for South Dakota vital records. Lake County does not participate in VitalChek services. Please use the website or phone number provided below if you need this service.*

Place your order by visiting [www.vitalchek.com](http://www.vitalchek.com) or by calling 1-605-773-4961. All major credit cards are accepted, including American Express, Discover, MasterCard, and Visa. The credit card must be in your name for security purposes.

Charges:

Certificate	\$15
VitalChek Fee	\$6.50
Expedite Fee (Regular Mail)	\$5
Optional UPS Next Day	\$17.50
<b>TOTAL REGULAR MAIL</b>	<b>\$26.50</b>
<b>TOTAL UPS NEXT DAY</b>	<b>\$44.00</b>