

## Deed Copy Requirements 1921 to Present

Call: 314.622.4546  
Email: [imaging@stlouis-mo.gov](mailto:imaging@stlouis-mo.gov)  
Visit: Imaging/Microfilm Dept., Room 128, City Hall  
Mail: Imaging/Microfilm Dept, Recorder of Deeds  
City Hall #128, 1200 Market, St. Louis MO 63103

**No Refunds. No Exchanges After Document Leaves Office.** Customer is responsible for purchasing desired document copy.

### Copy Requirements –

#### Fee and Information Customer Must Provide

\$ Payment for Walk-In Service is by Visa/MasterCard, Cash, Money Order, or Business Check. No personal checks.

\$ Payment for Mail-In Service is by Personal Check, Business Check, Money Order, or Cash.

- ✓ Fee for Certified: \$5 First Page + \$2.00 Each Additional Page
- ✓ Fee for Uncertified: \$3 First Page + \$2.00 Each Additional Page
- ✓ Provide Grantee Name (Buyer or Recipient)
- ✓ Provide Property Address (Street Number + Street Name)
- ✓ Provide Document's Recorder Book and Page Numbers

### How to Obtain Book and Page Numbers

#### **Document Recorded July 1982 to Present**

##### **Customer Must Provide: Address**

##### **or Grantee/Grantor Name**

✓ *One Document:* The Recorder's Imaging/Microfilm Staff will search the Recorder's Database (by Address, or Name, or Parcel Number) and provide customer with the Recorder Book and Page Numbers.

✓ *Multiple Documents:* Customer must use one of the Recorder's public research computers to search the Recorder's Database (by Address, or Name, or Parcel Number) and obtain Recorder Book and Page Numbers.

#### **Document Recorded 1921 to July 1982**

##### **Customer Must Provide: Date and Daily Numbers**

##### **From Room 114, Assessor's Office, City Hall**

✓ *One Document:* Customer provides Recorder's Imaging/Microfilm Staff with Date and Daily Numbers from Assessor. Staff will search Recorder's Date and Daily Book to provide customer with the Recorder Book and Page Numbers.

✓ *Multiple Documents:* Customer obtains Date and Daily Numbers from Assessor, and then searches Recorder's Date and Daily Books to obtain the Recorder Book and Page Numbers.

#### **1766 to 1920 Land Records Are Located In**

##### **Recorder of Deeds Archives Department**

314.589.6796 - Room 129, City Hall

[archives@stlouis-mo.gov](mailto:archives@stlouis-mo.gov)

## Military Discharge Recording & Copies

Call: 314.613.3031  
Email: [vitalrecords@stlouis-mo.gov](mailto:vitalrecords@stlouis-mo.gov)  
Visit: Military Discharges, Room 127 City Hall  
Mail: Military Discharges, Recorder of Deeds  
City Hall #126, 1200 Market, St. Louis MO 63103

Your Military Discharge will be recorded at no charge by the County Recorder of Deeds where you reside. If you have not recorded your Discharge with the St. Louis City Recorder, please come to our office so that we may provide the service. If you have brought your Discharge to the Recorder for recordation, should you lose your original, the Recorder can provide you with a Certified Copy.

### **There is no fee for recording a Military Discharge. There is no fee for providing a veteran with a copy of his/her Discharge.**

Only the veteran or his/her surviving spouse may receive a copy. Recorded Discharges & the Index Books for Discharges are not available to the public for on-site inspection or copy purchase.

### Military Discharge Certified Copy Requirements

1. Veteran's Name during time of service (First Name + Middle Name + Last Name).
2. Veteran's Social Security Number/Serial# during service.
3. Veteran's Branch of Service AND Date of Discharge.
4. Applicant's Name (person requesting copy (First Name + Middle Name + Last Name).
5. Applicant's Mailing Address (Street Number + Street Name + Apartment Number + City + State + Zip Code).
6. Relationship of Applicant to Veteran.
7. Purpose for which Certified Copy is to be used.
8. Applicant's Signature and date of request.
9. Copy of Applicant's Driver's License or State ID Must Be Provide. The Applicant's name and address on the License/ID must match the Applicant's mailing address.

Birth Records  
Death Records  
Land Deeds  
Marriage Licenses  
Military Discharges



City of Saint Louis  
Recorder of Deeds

**Michael Butler**

Room 126, City Hall, 1200 Market  
Saint Louis, Missouri 63103

314.622.4610

[info@stlouis-mo.gov](mailto:info@stlouis-mo.gov)

[www.stlouiscityrecorder.org](http://www.stlouiscityrecorder.org)

8 a.m. – 5 p.m., Monday - Friday

## Marriage Licenses

### Saint Louis City – Years 1932 to Present

Call: 314. 622.3257

Email: marriage@stlouis-mo.gov

Forms: www.stlouiscityrecorder.org/marriage.html

Visit: Marriage License Dept., Room 124, City Hall

Mail: Marriage License Dept., Recorder of Deeds

City Hall #126, 1200 Market, St. Louis MO 63103

#### Application Qualifications

- Must be at least 18 years of age.
- Divorcee must wait at least 30 days from the date of divorce finalization to apply.

#### Application Requirements

No Waiting Period. No Blood Test.

#### ✓ **\$48.00 Nonrefundable Application Fee by Visa/MasterCard or Cash. No checks.**

- ✓ Both Applicants must appear together at Recorder's Office to make the Application.
- ✓ Both Applicants must present their Driver's License, State ID or Passport.
- ✓ 6-Month Application Expiration. You must pick up License within 6 months after Application or it is no longer valid.

#### License Use Requirements

- ✓ 30-Day License Use Expiration. License must be used for a ceremony within 30 days after it is has been picked up.
- ✓ Ceremony must be performed in Missouri and officiated by a U.S. citizen who is a clergy in good standing with a Missouri congregation or judge of a court of record.
- ✓ Two Witnesses to the ceremony must sign the License.
- ✓ Within 15 Days after ceremony, clergy or judge must complete, sign and return License to Recorder of Deeds.

#### Certified Copy Requirements(1932 to Present)

- ✓ \$12.00 Nonrefundable Fee. Payment for Walk-In Service is by Visa/MasterCard or Cash. No Checks. Payment for Mail-In Service is by Check, Money Order or Cash.
- ✓ Provide Both Applicant Names (First Name + Middle Name + Last Name) AND Ceremony Date (Month + Day + Year).
- ✓ See Web Site for Search Fees when customer cannot provide complete names of Applicants and correct date of ceremony.

**1766 to 1931 Marriage Records Are Located In Recorder of Deeds Archives Dept. – 314.589.6796**  
Room 129, City Hall - archives@stlouis-mo.gov

## Birth Records

### St. Louis City - Years 1870-1909, 1920-Present Statewide – Years 1920-Present

Call: 314. 613.3015

Email: vitalrecords@stlouis-mo.gov

Forms: www.stlouiscityrecorder.org/birthrecords.html

Visit: Birth Records Dept., Room 127, City Hall

Mail: Birth Records Dept., Recorder of Deeds

City Hall #126, 1200 Market, St. Louis MO 63103

#### Certified Copy Requirements

✓**\$15.00 Nonrefundable Fee Per Copy and/or 5 year search.** We will conduct a 5-year search, 2 years prior and 2 years after the date that you have provided. If the record is not found during the search, your payment will be deposited as a Search Fee.

✓ Payment for Walk-In Service is by Visa/MasterCard or Cash. No Checks. Payment for Mail-In Service is by Check, Money Order, or Cash.

• **Walk-In Customer Must Provide Driver's License or State ID.** Applicant's name and address on the License/ID must match the Applicant's name and address on Copy Application.

• **Mail-In Customer Must Provide Notarized Signature and Date with this Statement:**

*I, \_\_\_\_\_, subject to penalty of perjury, do solemnly declare and affirm that I am eligible to receive a certified copy of the vital record(s) requested and that the information contained in my request is true and correct to the best of my knowledge.*

✓**All Application Information Must Be Provided.**

1. Birth Registrant's Name (person's birth record being sought: First + Middle + Last)
2. Place of Birth (Hospital or Home Address)
3. Date of Birth (Month + Day + Year)
4. Father's Name (First + Middle + Last)
5. Mother's Maiden Name (First + Middle + Last)
6. Applicant's Name (Person Requesting Copy)
7. Applicant's Address (Street Number + Street Name + Apartment Number + City + State + Zip Code)
8. Relationship of Applicant to Birth Registrant or Interest of Person Requesting Copy
9. Purpose for which Copy is to be used

#### To Correct or Change a Birth Record

Local vital records offices are not permitted to correct/change a Birth Record. **Please call the State Vital Records Bureau at 573.751.6385** or write Vital Records Bureau, Missouri Health Dept., P.O. Box 570, Jefferson City MO 65102.

## Death Records

### St. Louis City - Years 1850-Present Statewide – Years 1980-Present

Call: 314. 613.3031

Email: vitalrecords@stlouis-mo.gov

Forms: www.stlouiscityrecorder.org/deathrecords.html

Visit: Death Records Dept., Room 127, City Hall

Mail: Death Records Dept., Recorder of Deeds

City Hall #126, 1200 Market, St. Louis MO 63103

#### Certified Copy Requirements

✓**\$13.00 Nonrefundable Fee for First Copy of record and/or 5 Year Search for same record. \$10.00 Per Each Additional Copy of Same Record.** We will conduct a 5-year search, 2 years prior and 2 years after the date that you have provided. If the record is not found during the search, your payment will be deposited as a Search Fee.

✓ Payment for Walk-In Service is by Visa/MasterCard or Cash Only. No Checks. Payment for Mail-In Service is by Check, Money Order, or Cash.

• **Walk-In Customer Must Provide Driver's License or State ID.** Applicant's name and address on the License/ID must match the Applicant's name and address on Copy Application.

• **Mail-In Customer Must Provide Notarized Signature and Date with this Statement:**

*I, \_\_\_\_\_, subject to penalty of perjury, do solemnly declare and affirm that I am eligible to receive a certified copy of the vital record(s) requested and that the information contained in my request is true and correct to the best of my knowledge.*

✓**All Application Information Must Be Provided.**

1. Name of Deceased (First + Middle + Last)
2. Place of Death (Hospital or Home Address)
3. Date of Death (Month + Day + Year)
4. Applicant's Name (Person Requesting Copy)
5. Applicant's Address (Street Number + Street Name + Apartment Number + City + State + Zip Code)
6. Relationship of Applicant to the Deceased or Interest of Person Requesting Copy
7. Purpose for which Copy is to be used

#### To Correct or Change a Death Record

Local vital records offices are not permitted to correct/change a Death Record. **Please call the State Vital Records Bureau at 573.751.6385** or write Vital Records Bureau, Missouri Health Dept., P.O. Box 570, Jefferson City MO 65102.