



**CERTIFIED COPY OF ADOPTION / COURT ORDER
PATERNITY / LEGITIMATION / FOREIGN ADOPTION
BIRTH CERTIFICATE APPLICATION**

GENERAL INFORMATION

A new birth certificate may only be issued once the adoption is **finalized**. (Utah Code 26-2-22)
Utah Vital Records may only issue certificates for a **birth that occurred in Utah** or a Court Ordered Delayed Foreign birth filed in a Utah Court.
Certificates may be ordered online at vitalrecords.utah.gov. Please read this application carefully.
It is a criminal violation to make false statements on this application or to fraudulently obtain a vital records certificate.
All fees paid are non-refundable. If required information is missing from this application, applicant will have 90 days to provide missing information.

CHECKLIST

- This application is fully completed and correct.
- Payment is ready // **Mail: Check or Money Order to 'Vital Records' is enclosed**
- My ID is ready. (See reverse for Valid ID list) // **Mail: Copy of ID enclosed**
- Required **certified** court documents are included. (Vital Records will keep the certified copy)

IDENTIFYING INFORMATION

- New Parent Adoption Step Parent Adoption Family Adoption Foreign Adoption Legitimation Paternity Court Ordered Paternity

CHILD'S ORIGINAL BIRTH NAME: *Name on current birth certificate. First, Middle, Last.*

BIRTH DATE: _____ BIRTH PLACE: *City, County, State or Country*

NAME OF BIRTH MOTHER: *First, Middle, Maiden Last Name*

INFORMATION FOR NEW CERTIFICATE

CHILD'S NEW ADOPTIVE / COURT ORDERED NAME: *First, Middle, Last*

PARENT 1 FULL NAME: *First, Middle, Maiden Last Name*

BIRTH DATE: _____ BIRTH PLACE: *City, County, State or Country*

PARENT 1 ADDRESS AT TIME OF CHILD'S BIRTH:

PARENT 2 FULL NAME: *First, Middle, Maiden Last Name*

BIRTH DATE: _____ BIRTH PLACE: *City, County, State or Country*

ADOPTING/ PLACING AGENCY:

APPLICANT

Relationship to certificate holder: Attorney Agency Parent Self Grandparent

PRINTED NAME: _____ PHONE: _____

ADDRESS: *Mailing address, City, State, Zip*

EMAIL ADDRESS:

NUMBER OF CERTIFICATES	_____	1 Adoption certificate fee	_____	\$40.00	+
	_____	1 Search (non-refundable) for Certified Birth Certificate	_____	\$22.00	
	_____	Additional certified copies (\$10 each)	_____		=

Note: We cannot accept credit cards for mailed or held requests.

TOTAL FEE _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

ID # _____ ID Exp _____ Request # _____

Paid: Check Money Order Cash Credit Card Account _____ Clerk Initials _____

ACCEPTABLE IDENTIFICATION LIST TO OBTAIN VITAL RECORDS
ID MUST BE CURRENT

Identification is **required** for all non-public Vital Records.

Mailed requests must include an enlarged and easily identifiable **photocopy** of your identification from the list below or your application will be returned.

If using a form of identification from the "Primary" column, one form of identification is required.

If using a form of identification from the "Secondary" column, two forms of identification are required.

Primary

(Need 1)

Government Issued Photo Drivers License
Government Issued Photo Identification
Government Issued Work Identification
Employment Card
U.S. Military Identification Card
Tribal Identification Card
Pilot License
Alien Registration Card
Permanent Resident Card
Temporary Resident Card
U.S. Passport
Foreign Passport
U.S. Certification of Naturalization
Certificate of U.S. Citizenship
U.S. Citizen Identification Card
Matricula Consular Card
Concealed Weapon Permit
Mexican Voter Registration Card
Jail/Prison Release Form (with picture)

Secondary

(Need 2)

Work Identification/Paycheck/W-2
School, University or College Identification Card
Voter Registration Card
Social Security Card
U.S. Military Separation/DD-214
Motor Vehicle Registration/Title
Marriage License (not issued by Utah State Vital Records)
Court Order or Court Documents
Jail/Prison Documents
Probation Documents
Property Tax Receipt
Veterans Universal Access Identification Card
Selective Service Card
Hunting/Fishing License
Insurance Card or Documents
Utility Bill
Business License
Professional License

We Cannot Accept:

- Novelty Identification Card
- Driving Privilege Card

If you cannot provide acceptable identification you may have a spouse, parent, grandparent, sibling, or adult child who can provide appropriate identification request the certificate. Proof of relationship may be required.