



Office of Vital Records and Statistics

# Birth certificate application

## General information

Birth Records are available from 1905—present. Certificates may be ordered online at [vitalrecords.utah.gov](http://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

- |                                                                                                       |                                                          |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> This application is fully completed.                                         | Is the certificate holder still living?                  |
| <input type="checkbox"/> Payment is ready / Mail: check or money order to 'Vital Records' is enclosed | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> My ID is ready. (See reverse for ID list) // Mail: copy of ID enclosed       |                                                          |

## Identifying information

Full name on certificate \_\_\_\_\_

Birth date \_\_\_\_\_ Birth city and county \_\_\_\_\_

Hospital or place of birth \_\_\_\_\_

Parent 1 full name \_\_\_\_\_ Birth date \_\_\_\_\_

Parent 2 full name \_\_\_\_\_ Birth date \_\_\_\_\_

## Applicant

Relationship to certificate holder: ☐ Self ☐ Parent ☐ Sibling ☐ Spouse ☐ Child ☐ Grandparent ☐ Grandchild

☐ Other (requires documentary proof of relationship or legal need) Specify: \_\_\_\_\_

Printed name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Number of certificates	1 Search (non-refundable) includes 1 certified copy	\$22	
	Additional certified copies (\$10 each)		+
	Expedited processing (\$15)		=
			<hr/>
		TOTAL FEE	

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing address: PO Box 141012 • SLC, UT 84114-1012 • Physical address: 288 N 1460 W, SLC  
801-538-6105 • Fax 801-538-7012 • [vrequest@utah.gov](mailto:vrequest@utah.gov) • [vitalrecords.utah.gov](http://vitalrecords.utah.gov) • DHHS-OVRS-104 Nov 2023