



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. 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.
 - Payment is ready / **Mail: check or money order to 'Vital Records' is enclosed**
 - My ID is ready. (See reverse for ID list) // **Mail: copy of ID enclosed**
- Is the certificate holder still living?
 Yes No

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)	+

		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 ◦ vitalrecords.utah.gov ◦ DHHS-OVRS-104 Nov 2023

Utah Department of Health and Human Services
Office of Vital Records and Statistics
288 North 1460 West • P.O. Box 141012
Salt Lake City, UT 84114-1012
www.vitalrecords.utah.gov

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 easily identifiable photocopy of the front and back of the identification from the list below or the application will be returned. One form of identification from the "Primary" list is required or two forms of identification from the "Secondary" list.

Primary

(Need 1 – photo ID)

- Government issued photo Driver's License
- Government issued photo identification
- Employment authorization card
- U.S. military identification card
- Tribal identification card
- Permanent resident card
- Foreign visa
- U.S. passport
- U.S. passport card
- Foreign passport
- U.S. naturalization certificate or certificate of citizenship
- Matricula consular card
- Concealed weapon permit
- Mexican voter registration card
- Jail/prison release form (with picture)
- Veteran's health ID card

Secondary

(Need 2)

- Work identification -paycheck stub or 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 (certified copy with signatures, not an abstract)
- Court order or court documents
- Jail/prison documents
- Probation documents
- Property tax receipt
- Selective Service card
- Hunting/fishing license
- Insurance card or documents
- Utility bill
- Business license
- Professional license

We cannot accept: Novelty identification card or driving privilege card as prohibited by UCA 53-3-207(7)b(ii).

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.