



General information

A new birth certificate may only be issued once the adoption is finalized. (Utah Code 26B-8-125)
Utah Vital Records may only issue certificates for births 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. Read the application carefully. There are specific instructions for adoptions. The certificate fee is \$40, and there is a \$22 search fee. Additional copies of the certificate ordered at the same time are \$10 each. All fees paid are non-refundable. If required information is missing from this application, you have 90 days to provide the missing information before your request will be closed with no refund.

Please provide the requested information in the form below so DHHS Vital Records can process your request. The information you give us will only be used by DHHS to process your request, and if necessary, may be accessed by contractors who are a part of the DHHS technical team. All fields are required. We will not be able to process your request without the requested information. This data is part of the record series 81443.

Checklist

- Include the following with this application:
- Check or money order made payable to "Vital Records"
- A copy of your ID (see reverse for valid ID)
- A certified copy of the court order is required and will be kept by Vital Records

Identifying information

New parent adoption Step-parent adoption Family adoption Foreign adoption Legitimation paternity Court-ordered paternity

Original birth name of child—first: _____ middle: _____ last: _____

Birthdate: _____ State of birth: _____ Country if not in the US: _____

Name of mother—first: _____ middle: _____ last: _____

Information for new certificate

Child's new adoptive name/court-ordered—first: _____ middle: _____ last: _____

Parent 1 full name—first: _____ middle: _____ last name prior to marriage: _____

Birthdate: _____ State of birth: _____ Country if not in the US: _____

Parent address at the time of child's birth: _____

Parent 2 full name—first: _____ middle: _____ last name prior to marriage: _____

Birthdate: _____ State of birth: _____ Country if not in the US: _____

Applicant

Relationship to certificate holder: Attorney Agency Parent Self Grandparent

Printed name: _____ Phone: _____

Address: _____

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)	_____		
	_____	Expedited processing fee (\$25)	_____		=
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
				TOTAL FEE	_____

Note: We cannot accept credit cards for mailed requests.

Signature: _____ Date: _____

Acceptable identification to obtain vital records

Identification (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” column is required **or** two forms of identification from the “Secondary” column.

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 ID 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 (ID not issued by the government)
- Driving Privilege Card (prohibited by law UCA 53-3-207(7)(b)(ii)).

If you do not have acceptable identification, you can ask your spouse, parent, grandparent, sibling, or adult child to show their appropriate identification to request the certificate. You may be asked to show proof that you are related.