



- Wait
- Pickup
- Mail

## APPLICATION TO OPEN SEALED HEALTH HISTORY

GENERAL INFORMATION	
Certificates may be ordered online at <a href="http://vitalrecords.utah.gov">vitalrecords.utah.gov</a> . 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 and correct. <input type="checkbox"/> Payment of \$25 // <b>Mail Orders: Check/Money Order to 'Vital Records' enclosed</b> <input type="checkbox"/> My ID is ready. (See reverse for Valid ID list) // <b>Mail: Copy of ID enclosed</b>  <input type="checkbox"/> Request to search for non-identifying health, genetic and social history forms OR <input type="checkbox"/> Request to open a sealed file by Court Order <input type="checkbox"/> The included court order is certified with an embossed or colored seal <input type="checkbox"/> The court order states the child's full name as currently on the birth certificate <input type="checkbox"/> The court order states the child's date of birth, place of birth, mother's full maiden name and father's full name as currently listed on the birth certificate <input type="checkbox"/> The court order specifically orders Vital Records to open the sealed file <input type="checkbox"/> If we are to issue photocopies, the court order specifies which documents	
IDENTIFYING INFORMATION	
NAME OF CHILD: <small>First, Middle, Last</small>	
BIRTH DATE:	BIRTH PLACE: <small>City, County, State or Country</small>
NAME OF MOTHER: <small>First, Middle, Last Name</small> <span style="float: right;"><small>Maiden Last Name if different</small></span>	
BIRTH DATE:	BIRTH PLACE: <small>City, County, State or Country</small>
NAME OF FATHER <small>First, Middle, Last Name</small>	
BIRTH DATE:	BIRTH PLACE: <small>City, County, State or Country</small>
APPLICANT	
Relationship to certificate holder: <input type="checkbox"/> Attorney <input type="checkbox"/> Adoption Agency <input type="checkbox"/> Parent <input type="checkbox"/> Self <input type="checkbox"/> Grandparent	
PRINTED NAME:	PHONE:
ADDRESS: <small>Mailing address, City, State, Zip</small>	
EMAIL ADDRESS:	
SIGNATURE:	DATE:
OFFICE USE ONLY	
ID # _____ ID Exp _____ Request # _____	
Paid: Check Money Order Cash Credit Card Account <span style="float: right;">Clerk Initials _____</span>	
<b>MAILING ADDRESS:</b> PO Box 141012 • SLC, UT 84114-1012 • <b>PHYSICAL ADDRESS:</b> 288 N 1460 W, SLC • 801-538-6105 • Fax 801-538-7012 <b>COUNTER HOURS:</b> Tues/Weds 8:30 - 4:30 • <a href="mailto:vrequest@utah.gov">vrequest@utah.gov</a> • <a href="http://vitalrecords.utah.gov">vitalrecords.utah.gov</a> • UDOH-OVRS-303 April 2021	

### **Request for Non-identifying Health, Genetic and Social History**

Upon receipt of payment and this completed application, Vital Records will search for any non-Identifying Health, Genetic and Social History forms which may have been filed at the time of an adoption. The search fee is non-refundable even if no forms are found to be on file. If the Non-Identifying Health, Genetic and Social History forms are found, a photocopy will be made and issued to the applicant.

### **Request to open a sealed a file**

A court order is required to obtain copies of any portion of the sealed file other than the Non-identifying Health, Genetic and Social History. In order for Vital Records to accept a court order to open a sealed file it must meet the following requirements:

- [ ] The included court order is certified with an embossed or colored seal
- [ ] The court order states the child's full name as currently on the birth certificate
- [ ] The court order states the child's date of birth, place of birth, mother's full maiden name and father's full name as currently listed on the birth certificate
- [ ] The court order specifically orders Vital Records to open the sealed file
- [ ] If we are to issue photocopies, the court order specifies which documents

## 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.