

WAIT PICK UP MAIL

For Vital Records Only

IMPORTANT

READ REVERSE SIDE PRIOR TO FILLING OUT THIS FORM

VALID ID IS REQUIRED of the person signing the application. See reverse side for more information.

TYPE OF ADOPTION/COURT ORDER

Two New Parent Adoption
NII Health History
Certified Report of Adoption

Step Parent Adoption
Certified Report of Adoption

Family Adoption
NII Health History
Certified Report of Adoption

Single Parent Adoption
NII Health History
Certified Report of Adoption

Foreign Adoption
Certified Foreign Report of Adoption --or--
Certified Report of Adoption WITH Certified
Order Establishing Facts of Birth

Legitimation Paternity
Certified Marriage License AND
Voluntary Declaration of
Paternity signed by both parents

Court Ordered Paternity
Certified Court Order of Paternity

CHILD'S IDENTIFYING INFORMATION

Child's **ORIGINAL** Birth Name _____
(Name on Current Birth Certificate) First Middle Last

Child's **NEW** Adoptive/Court Ordered Name _____
First Middle Last

Child's Birth Date _____ Child's Birth Place _____
(City, County, State or Country)

Name of **BIRTH** Mother _____
First Middle **MAIDEN LAST**

PARENT'S INFORMATION (to be listed on the **NEW** birth certificate)

This information is REQUIRED for ALL adoptions/court orders, including Step-Parent Adoptions and Court Order Paternities.

Mother/Parent's **FULL MAIDEN** Name _____
First Middle **MAIDEN LAST**

Mother/Parent's Address at Time of Birth _____

Mother/Parent's Birth Date _____ Mother/Parent's Birth Place _____

Father/Parent's **FULL MAIDEN** Name _____
First Middle **MAIDEN LAST**

Father/Parent's Birth Date _____ Father/Parent's Birth Place _____

Adoption/Placing Agency, if known _____

RELATIONSHIP: I am (please check one) Attorney Agency Parent Self Grandparent

Your Signature _____ Date _____

Printed Name _____ Telephone Number _____

Mailing Address _____
City, State and Zip Code

NUMBER OF CERTIFIED COPIES REQUESTD

 1 First Copy (\$60.00)
 Additional Copies (\$10.00 each)

Total Fee \$ _____

Clerk's Initials _____

PAID: Check Cash Money Order Credit Card

Request # _____

OFFICE OF VITAL RECORDS AND STATISTICS

Application for Certified Copy of Adoption / Court Order Paternity / Legitimation or Foreign Adoption Birth Certificate

- ✓ **A birth certificate cannot be issued once a child has been relinquished for adoption and/or a birth parent has consented to an adoption of the child.** This includes issuing to a biological parent. (Utah code 26-2-22). **A new birth certificate may only be issued once the adoption is finalized.**
- ✓ Utah Vital Records may **only** issue certificates for births that occurred in **Utah** or are a Court Ordered Delayed Foreign Birth filed in a Utah Court.
- ✓ **IDENTIFICATION:** Valid ID is required of the person signing this application. (i.e. Drivers license, passport, government issued ID card)
- ✓ **FEES:** There is a fee of \$60.00 per child which includes one certified copy of the birth certificate. Additional copies ordered at the same time are \$10.00 each. **The new birth certificate cannot be issued until this fee has been received by Vital Records.** If an applicant does not respond to a written request from the Office of Vital Records within **90 days**, the Office of Vital Records may retain all moneys paid.
- ✓ **REVIEW YOUR CERTIFICATE CAREFULLY!** If there is an error on the birth certificate then Vital Records may replace your certificate only up to **90 days** from the date it was issued. **After 90 days you will be required to pay for a new certificate.**

MAILED REQUESTS Please allow 8-10 weeks for processing.

To order by mail, please return the following:

- Completed and signed application
- Check or money order may payable to **Vital Records**
(We cannot accept credit card payments through the mail)
- Photocopy of the requestor's ID (driver's license, etc.)
- Required **certified** court documents not already received by Vital Records (Vital Records will keep the certified copy)

MAILING ADDRESS:

**VITAL RECORDS
P.O. BOX 141012
SLC, UT 84114**

COUNTER REQUESTS

Physical Address: 288 North 1460 West, Salt Lake City, UT 84114

- You will need **valid identification** and appropriate fees. Valid ID includes driver's license, passport, or government issued ID card.
- Fill out the application (other side of this form) **COMPLETELY**. Please indicate at the top of the application if you will wait, pick up your request at a later time, or have your request mailed. Please allow one hour to process your request.
- We process counter requests on **Tuesdays and Wednesdays** only. The last request will be accepted at **4:30 pm**. If you prefer, you may drop off your request and it will be processed the following Tuesday or Wednesday (whichever comes first). Please indicate on your request if you are picking it up or having it mailed. If dropping off a request, the fee must be paid by cash, check or money order. **We cannot accept credit cards for held requests.**

HOURS

**TUESDAY AND WEDNESDAY
8:00 AM – 4:30 PM
(last request taken at 4:30 pm)**