

WAIT PICK UP MAIL

TYPE OF REQUEST

Request to search for Non-Identifying Health, Genetic and Social History Forms.

Request to open a sealed file by court order.

For Vital Records Only

IMPORTANT

READ REVERSE SIDE PRIOR TO FILLING OUT THIS FORM

VALID ID IS REQUIRED of the person signing this application.

IDENTIFYING INFORMATION

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

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

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

Mother's Birth Date _____ Mother's Birth Place _____

Father's Full Name _____
First Middle Last

Father's Birth Date _____ Father's Birth Place _____

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)

\$25.00 NON-REFUNDABLE SEARCH FEE

Total Fee \$25.00

Clerk's Initials _____

PAID: Check Cash Money Order Credit Card

Request # _____

OFFICE OF VITAL RECORDS AND STATISTICS

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 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 court order **MUST** be certified with an embossed or colored seal. Vital Records will retain the court order.
 - ✓ The court order **MUST** state the child's full name as it is currently listed on the birth certificate.
 - ✓ The court order **MUST** state the child's date of birth, place of birth, mother's full maiden name and father's full name as they are currently listed on the birth certificate.
 - ✓ The court order **MUST specifically order** Vital Records to open the sealed file for the child in question. If we are to issue photocopies of the documents in the file, then the order must specify which documents we are to issue photocopies of.

MAIL REQUESTS Please allow 4 weeks for processing.

To order by mail, please return the following items:

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

MAILING ADDRESS:

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

COUNTER REQUESTS

Physical Address: 288 N. 1460 W., Salt Lake City, UT 84116

- 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.
- Every effort will be made to process your request on the same day. However, due to the lengthy search process often involved, we do not guarantee the request can be processed the same day. Please contact the adoption/court order specialist for more information.

HOURS

MONDAY - FRIDAY
8:00 AM – 5:00 PM
(last request taken at 4:30)