

UTAH DEPARTMENT OF HEALTH OFFICE OF VITAL RECORDS & STATISTICS

Instructions for filing a Notice of Commencement of Paternity Proceeding

A biological father must initiate proceedings with a Utah State District Court to preserve any right to notice and consent in an adoption. The biological father must then file **The “Notice of Commencement of Paternity Proceeding” form with the Utah State Office of Vital Records.** The biological father has the duty to protect his own rights and interests before the birth mother executes consent to adoption or relinquishes a child for adoption. Utah Judicial Code 78B-15; 78B-6-Part 1-125; and 78B-6-Part 1-122.

1. The Utah State Office of Vital Records and Statistics requires the **complete and accurate** “Notice of Commencement of Paternity Proceeding” form along with a **copy of the petition** filed with a Utah District Court that contains the assigned case number. **The Utah State Office of Vital Records does not accept faxes or any other electronic communication.**
2. The completed “Notice of Commencement of Paternity Proceeding” form and the copy of the court petition must be submitted to Utah State Office of Vital Records:

a. It may be hand delivered to

Utah State Office of Vital Records
288 N 1460 W
Salt Lake City, UT 84114

b. It may be mailed to

Utah State Office of Vital Records
Attn: Court Order Specialist
PO Box 141012
Salt Lake City, UT 84114

It is highly recommended that the request be hand delivered whenever possible. If mailed, it is recommended to send the request via certified mail or other traceable mail service.

3. Upon filing the registrant will be given a photocopy of the registered “Notice of Commencement of Paternity Proceeding” form which will include the registration number, date and time accepted and the stamp/signature of the State Registrar. A receipt will also be issued indicating the date and time the form was accepted, the parties involved and will reflect the signature of the clerk who registered the form.
4. There is no fee to file the form. A certified copy of the filed “Notice of Commencement of Paternity Proceeding” is \$18.00.

Please contact the Utah State Office of Vital Records if you have any questions.

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