



Putative father registry search

Search for "Notice of commencement of paternity proceedings"

General information

This form is used to search the registry for a "Notice of commencement of paternity proceedings" filing made by a man who thinks he may be a father. It is required for all adoption proceedings.

The search is not used for guardianship. It does not establish paternity or add a father's name to the birth certificate.

All fees paid are non-refundable. If required information is missing from this application, applicants will have 90 days to provide missing information.

Please provide the requested information in the form below. DHHS Vital Records will use the information you give us to search the Putative Father Registry for paternity claims to the child. The information you give us will be used by DHHS to process your request and will be stored with the adoption record. If necessary, the information may be accessed by contractors who are a part of the DHHS technical team. All fields are required. Failure to provide all information may result in a delay of the registry search. This data is part of the record series 28618.

Checklist

- ☐ Application completed.
- ☐ Payment // **Mail: check or money order to 'Vital Records' is enclosed**
- ☐ ID (see acceptable ID list) // **Mail: copy of ID enclosed**
- ☐ If requester is an attorney or agency, include justification letter (see below for information)

Identifying information

Name of child: _____		Sex: _____
Birth date: _____	Birth place: _____	
Name of mother: _____		Maiden last name: _____
Mother's residence address: _____		
Name of father: _____		
Father's residence address: _____		

Applicant

Relationship to certificate holder: ☐ attorney ☐ adoption agency ☐ biological parent ☐ adoptive parent		
Printed name: _____		Phone: _____
Agency or law firm name: _____		
Address: _____		
Email address: _____		
Fee for search	1 Paternity search (non-refundable)	\$18.00 +
	Standard U.S. shipping fee (postal orders) (\$1)	+
	Expedited processing (\$25)	+
	Expedited shipping (U.S. only) (\$30)	=
	Total fee:	_____

This request is required by UCA 81-13-213 before an adoption can be finalized and will be used for this purpose only.

Signature: _____ Date: _____

If a Notice of commencement of a paternity proceedings is on file, a certified copy of the notice will be issued. If a notice is not on file, a certificate of search will be issued to confirm the search has been made and no notice is on file.

Attorney/agency justification letter: Every request for a vital record requires a letter written on your company letterhead. The letter must state the full legal reason the vital record is needed. The letter must be signed and include a copy of the signer's valid identification. The letter must specify by name any third party picking up the record on the requestor's behalf. The third party will need valid ID.

Adoptive parent: A copy of the petition for adoption is required. It must show the petitioner is not represented by an attorney or using an agency.



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. Proof of relationship is required.