

## 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.

## 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)
- If requester is an adoptive parent, include a copy of the petition for adoption (see below for information)

## Identifying information

Name of child: first, middle, last name Sex: \_\_\_\_\_

Birth date: \_\_\_\_\_ Birth place: city, county, state or country

Name of mother: first, middle, last name maiden last name if different

Mother's residence address: address, city, state, ZIP

Name of father: first, middle, last name

Father's residence address: address, city, state, ZIP

## Applicant

Relationship to certificate holder:  attorney  adoption agency  biological parent  adoptive parent

Printed name: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency or law firm name: \_\_\_\_\_

Address: mailing address, city, state, ZIP

Email address: \_\_\_\_\_

Fee for search	_____ 1 Paternity search (non-refundable)	_____ \$18.00
	_____ Expedited processing (\$25)	_____
		Total fee: _____

**This request is required by UCA 78B-6-121 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.