



Birth Certificate Application

WARNING: Read this application carefully. It is a criminal violation to make false statements on this application or to fraudulently obtain a vital records certificate.

General Information:

- Certificates may be ordered online at vitalrecords.utah.gov
- To schedule an **in-office appointment**, please contact one of the offices listed above.
- **Identification is required** of the person who signs this application. See reverse side for Acceptable ID List and other ID information.
- An application is required for each individual's certificate and must be fully completed.
- **All fees paid are non-refundable.** Check certificate for accuracy. Certificate can be replaced within 90 days of issuance. If required information is missing from this application, applicant will have 90 days to provide missing information. After 90 days, applicant must repay fees.
- **Mailed applications** must include required documentation and current fees.

IDENTIFYING INFORMATION

FULL NAME ON CERTIFICATE: _____

BIRTH DATE: _____ BIRTH CITY AND COUNTY: _____

HOSPITAL OR PLACE OF BIRTH: _____

PARENT 1 FULL NAME: _____ BIRTH DATE: _____

PARENT 2 FULL NAME: _____ BIRTH DATE: _____

APPLICANT

RELATIONSHIP TO CERTIFICATE HOLDER: Self Parent *Sibling *Spouse *Child *Grandparent *Grandchild
*Other (specify) _____

* REQUIRES DOCUMENTARY PROOF OF RELATIONSHIP OR LEGAL NEED

PRINTED NAME: _____ PHONE: _____

STREET ADDRESS: _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

NUMBER OF CERTIFIED COPIES REQUESTED

1	Search (non-refundable) includes 1 certified copy	\$	22.00
_____	Additional certified copies (\$10.00 each)	\$	_____
_____	Other fees as applicable	\$	_____
TOTAL FEE		\$	_____

If certificate is to be mailed, please PRINT name and mailing address below:

OFFICE USE ONLY (do not write below)

PAID: Cash Check Money Order Credit/Debit Utah ID# _____ ID exp _____

Certified Paper # _____ Request # _____ Clerk's Initials _____ Rev 11/13/24

**Utah Department of Health and Human Services
Office of Vital Records and Statistics**

Acceptable Identification List to Obtain Vital Records

ID MUST BE CURRENT

Identification is **required** for all non-public Vital Records. **Mailed** requests must include an easily identifiable **photocopy** of your identification from the list below or the application will be returned. One form of identification from the “Primary” list is required or two forms of identification from the “Secondary” list.

PRIMARY
(Need 1 – Photo ID)

- Government Issued Photo Drivers 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 Identification 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 or driving privilege card as prohibited by UCA 53-3-207(7)(b)(ii).

If you cannot provide acceptable identification, you may have a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification request the certificate. Proof of relationship may be required.