

UTAH DEPARTMENT OF HEALTH
CENTRAL UTAH DISTRICT HEALTH DEPARTMENT
APPLICATION FOR CERTIFIED COPY OF A DEATH CERTIFICATE

Certificates for deaths that occurred in the Central Utah area since 1979 are on file in this office. Certificates for deaths that occurred in Utah after August 1, 2006 are available on the computer.

WARNING: It is a criminal violation to make false statements on vital records application forms or to fraudulently obtain a death certificate. Punishment may include a civil penalty of up to \$5,000.00 and up to five years in prison. Utah Code, Sections 26-23-5, 26-23-5.5 and 26-23-6.

INSTRUCTIONS

1. An application must be completed for each death certificate requested. ID is required of the person that signs this request. HAVE READY TO SHOW **EITHER** a state issued ID (with a signature) OR TWO other proofs (from our acceptable identification list) to obtain death certificates.
2. There is a fee of \$18.00 for each search of our files. Additional certified copies of this record ordered at the same time are \$10.00 each.
3. Send the completed application with an easily identifiable photocopy of the front and back of your ID and the required fee (checks or money orders made payable to Vital Records) to Central Utah Public Health Department, Vital Records, 70 Westview Drive, Richfield, Utah 84701. For any questions, please call (435) 896-5451.
4. If the applicant does not respond to a written request from Vital Records within 90 days, Vital Records may retain all monies paid.

IDENTIFYING INFORMATION

FULL NAME OF DECEASED _____
DATE OF DEATH _____
DATE OF BIRTH OF DECEDENT _____
PLACE OF DEATH (City) _____ (County) _____
BIRTHPLACE OF DECEDENT (State OR County) _____
USUAL RESIDENCE OF DECEDENT (City & State) _____
FULL NAME OF FATHER _____
FULL MAIDEN NAME OF MOTHER _____
IF DECEASED WAS MARRIED, NAME OF SPOUSE. _____

APPLICANT

RELATIONSHIP: I am: (Please circle one) Mother Father Sibling Spouse Child Grandparent Grandchild
Other (Specify) _____
Reason for requesting certificate: _____
Your Signature _____ Date _____
Printed Name _____ Telephone Number _____
Your Address _____
(City, State & Zip)

NUMBER OF CERTIFIED COPIES REQUESTED
1 CERTIFIED COPY \$ 18.00 +
_____ Additional Certified Copies (\$10.00) \$ _____
TOTAL FEE \$ _____

If this order is to be mailed, please PRINT the name and mailing address below

For OFFICE USE ONLY (do not write below)

Employee's Initials _____ PAID: Check Cash Money Order Credit Card _____

**UTAH DEPARTMENT OF HEALTH
OFFICE OF VITAL RECORDS AND STATISTICS
FEE SCHEDULE EFFECTIVE JULY 1, 2016**

Search and issuance of certified copy of certificate of **birth**, or certificate of search 1905 - present:
 Five years centered on requested year: \$ 20.00
 Each additional five-years: \$ 20.00
 Search and issuance of certified copy of certificate of **stillbirth**: \$ 18.00
 Search and issuance of certified copy of certificates of **death, fetal death** or certificate of search 1905 - present: \$ 18.00
Burial Transit Permit: \$ 7.00
 Search **Paternity Registry** per hour \$ 18.00
 Certification of **divorce or marriage** (1978-2005) (abstract of information only) \$ 18.00
Amendments to correct information after one year of event or **court order** changes to vital records: (includes one certified copy) \$ 25.00

Registration and/or preparation and certified copy of **delayed birth or stillbirth certificate, a new birth certificate after adoption, legitimation, or adjudication of paternity** (includes one certified copy): \$ 60.00
Duplicate copies requested with initial search: \$ 10.00
Expedite fee for 24 hour service \$ 15.00

SPECIAL HANDLING FEES

(in addition to the fees listed above)

Death certificate replacement fee \$ 3.00
 (Per copy within 90 days)
Credit card orders 1.5 – 2.5% of cost
Express Mail or Federal Express handling Current (according to the type of service requested) Fee

Acceptable Identification List to Obtain Certified Documents

Identification is now required for the purchase of a Utah birth or death certificate. Mailed requests must include an enlarged and easily identifiable photocopy of the back and front of your identification from the list below. If no proofs are enclosed, your application will be returned. Each Check (✓) represents a separate category.

PRIMARY

At least 1 of the following:

- ✓ Government Issued Photo Driver License
- ✓ Government Issued Photo Identification Card
- ✓ Government issued Work ID
- ✓ Employment Card
- ✓ U.S. Military Identification Card
- ✓ Tribal Identification Card
- ✓ Pilot License
- ✓ Alien Registration Card
- ✓ Permanent Resident Card
- ✓ Temporary Resident Card
- ✓ U.S. Passport or Foreign Passport
- ✓ US Certification of Naturalization
- ✓ Certificate of U.S. Citizenship
- ✓ U.S. Citizenship Identification Card
- ✓ Matricula Consular Card
- ✓ Concealed Weapon Permit
- ✓ Mexican Voter Registration Card
- ✓ Jail/Prison Release Form (with picture)

SECONDARY

Or at least 2 of the following:

- ✓ Work Identification/Paycheck/W-2
- ✓ School, University or College ID Card
- ✓ Voter Registration Card
- ✓ Social Security Card
- ✓ US Military Separation/DD-214
- ✓ Motor Vehicle Registration/Title
- ✓ Marriage License (not issued by Vital Records)
- ✓ Court Order or Court Documents
- ✓ Jail/Prison Documents
- ✓ Veterans Universal Access ID Card
- ✓ Selective Service Card
- ✓ Hunting/Fishing License
- ✓ Insurance Cards or Documents
- ✓ Business License
- ✓ Professional License
- ✓ Property Tax Receipt
- ✓ Probation Documents
- ✓ Utility Bill

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification, to request the certificate. Proof of relationship may also be required, such as a birth, birth or marriage certificate.

Street Addresses:

Sevier: 70 Westview Drive, Richfield
 Juab: 160 North Main, Nephi
 Piute: Courthouse, Junction
 Wayne: 18 South Main, Loa

North Sanpete: 20 S 100 W, Mt. Pleasant
 South Sanpete: 40 W 200 N, Manti
 West Millard: 428 E Topaz Blvd #D, Delta
 East Millard: 40 N 400 W, Fillmore