

# CENTRAL UTAH PUBLIC HEALTH DEPARTMENT

## APPLICATION FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE

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

Certificates for births that occurred in Utah are available in this office.

### INSTRUCTIONS

1. An application must be completed for each individual's certificate separately.
2. ID is required of the person that signs this request. ID must be either a government issued photo ID or two other proofs (see list of acceptable identifications on reverse). If request is presented in person, provide ID to clerk.
3. If request is mailed, include a legible COPY of a non-expired ID and the required fee (*checks or money orders made payable to Vital Records*) Central Utah Public Health Department, Vital Records, 70 Westview Drive, Richfield, Utah 84701. For any questions, please call (435) 896-5451.
4. Please review the certificate(s) for accuracy. Copy can only be replaced free of charge within 90 days from the issue date. After 90 days, you must repay applicable fees. If the requestor does not respond to a written notice from Vital Records within 90 days, CUPHD may retain all monies paid.

**First certified copy of each record: \$20.00**  
**Each additional certified copy of the same record ordered at the same time are \$10.00.**  
**Additional Fees for years before 1934 and for 1948-1950 may apply.**  
**Make Checks payable to CUPHD. Fees are subject to change.**

### IDENTIFYING INFORMATION

FULL NAME ON RECORD \_\_\_\_\_  
First Middle Last

DATE OF BIRTH \_\_\_\_\_ County of Birth \_\_\_\_\_

**PARENT 1 INFORMATION:** \_\_\_\_\_

**(FULL MAIDEN NAME, if applicable)**

Date of Birth: \_\_\_\_\_ State or Country of Birth \_\_\_\_\_

**PARENT 2 INFORMATION:** \_\_\_\_\_

**(FULL MAIDEN NAME, if applicable)**

Date of Birth: \_\_\_\_\_ State or Country of Birth \_\_\_\_\_

### Individual Making Request

RELATIONSHIP: I am: Self Parent Sibling Spouse Child Grandparent Grandchild  
Other (Specify) \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Purpose for requesting certificate: Driver's License Social Security Passport School  
State Programs Other (specify) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>NUMBER OF CERTIFIED COPIES REQUESTED</b></td> </tr> <tr> <td style="padding: 2px;">1 Certified Copy (\$20.00 Each)</td> <td style="text-align: right; padding: 2px;">\$ 20.00+</td> </tr> <tr> <td style="padding: 2px;">_____ Additional Certified Copies (\$10.00 each)</td> <td style="text-align: right; padding: 2px;">\$ _____+</td> </tr> <tr> <td style="padding: 2px;">_____ Expedite Fee (Only for orders from State)</td> <td style="text-align: right; padding: 2px;">\$ _____</td> </tr> <tr> <td style="padding: 2px;"><b>TOTAL FEE</b></td> <td style="text-align: right; padding: 2px;"><b>\$ _____</b></td> </tr> </table>	<b>NUMBER OF CERTIFIED COPIES REQUESTED</b>		1 Certified Copy (\$20.00 Each)	\$ 20.00+	_____ Additional Certified Copies (\$10.00 each)	\$ _____+	_____ Expedite Fee (Only for orders from State)	\$ _____	<b>TOTAL FEE</b>	<b>\$ _____</b>	If this order is to be mailed, please PRINT the name and mailing address below _____ _____ _____
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<b>TOTAL FEE</b>	<b>\$ _____</b>										

\*\*\*\*\*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