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

Birth certificate application

General information

Birth records are available from 1905–present. Certificates may be ordered online at vitalrecords.utah.gov. Please read this application carefully. It is a criminal violation to make false statements on this application or to fraudulently obtain a vital records certificate. The search fee for one certified copy of a birth certificate is $25. Additional copies ordered at the same time are $10 each. All fees paid are non-refundable. If required information is missing from this application, you have 90 days to provide the missing information before your request will be closed with no refund.

Please provide the requested information in the form below so that DHHS Vital Records can process your request. The information you give us will only be used by DHHS to process your request, and if necessary, may also be accessed by contractors who are a part of the DHHS technical team. We will not be able to process your request without the requested information. This data is part of the record series 81443.

Required fields are marked with an asterisk (*). Fields not marked are optional.

Scan to order a birth certificate online

Checklist

[ ] This application is fully completed.
[ ] Payment is ready//Mail: check or money order to 'Vital Records' is enclosed
[ ] My ID is ready. (See reverse for ID list. Proof of relationship is required.)//Mail: copy of ID enclosed

Is the certificate holder still living?
[ ] Yes [ ] No

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 (requires documentary proof of relationship or legal need) Specify: _____

Printed name* _____ Phone* _____

Address* _____

Email address _____

Number of certificates*	1	Search (non-refundable) includes 1 certified copy		$25.00 +
		Standard U.S. shipping fee (postal orders) ($1)		+
		Credit card processing fee (in-person orders) ($0.75)		+
		Additional certified copies ($10 each)		+
		Expedited processing ($25)	[ ] Yes [ ] No	+
		Expedited shipping (U.S. only) ($30)	[ ] Yes [ ] No	+
		Amendment fee ($25)	[ ] Yes [ ] No	=
			Total fee	

Signature* _____ Date* _____

Mailing address: PO Box 141012 ◦ SLC, UT 84114-1012 ◦ **Physical address:** 288 N 1460 W, SLC
801-538-6105 ◦ Fax 801-538-7012 ◦ vrequest@utah.gov ◦ vitalrecords.utah.gov ◦ DHHS-OVRS-104 2026

Department *of* Health & Human Services

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.