

San Juan Public Health



PREVENT • PROMOTE • PROTECT

735 S 200 W STE 2 • PO Box E

Blanding, UT 84511

Phone: 435-359-0038 Fax: 435-213-2803

BIRTH CERTIFICATE REQUEST FORM

Certificates available: Births that occurred in Utah from 1905 - present.

WARNING: It is a criminal violation to make false statements on vital records request forms or to fraudulently obtain a vital records certificate.

Instructions:

1. An application must be completed for each individual's certificate separately. Please verify you are using the most updated form by looking online at sanjuanpublichealth.org
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. If request is mailed, include a legible **COPY** of a nonexpired ID.
3. Please check your certificate(s) for accuracy. Your certificate can be replaced within 90 DAYS from the issuance date. After 90 days, you must repay applicable fees. If requestor does not respond to a written request for information within 90 days, Vital Records may retain all monies paid.

VITAL RECORDS
VALIDATION ONLY

IDENTIFYING INFORMATION

FULL NAME ON CERTIFICATE _____

BIRTH INFORMATION _____
(DATE) (CITY) (COUNTY) (HOSPITAL/PLACE OF BIRTH)

PARENT 1 INFORMATION _____
(FULL NAME, MAIDEN NAME IF APPLICABLE) (BIRTH DATE) (STATE OR COUNTRY)

PARENT 2 INFORMATION _____
(FULL NAME, MAIDEN NAME IF APPLICABLE) (BIRTH DATE) (STATE OR COUNTRY)

REQUESTOR

RELATIONSHIP: SELF PARENT SIBLING SPOUSE CHILD GRANDPARENT GRANDCHILD
 OTHER (SPECIFY) _____

PRINTED NAME _____ PHONE # _____

ADDRESS _____

EMAIL ADDRESS _____

SIGNATURE _____ DATE _____

PURPOSE FOR WHICH CERTIFICATE IS NEEDED _____

NEED A CERTIFIED COPY OF THE VOLUNTARY DECLARATION OF PATERNITY
IS THE INDIVIDUAL STILL LIVING YES NO

NUMBER OF CERTIFICATES REQUESTED

<u> 1 </u> SEARCH (NON REFUNDABLE) INCLUDES 1 CERTIFIED COPY	\$ <u> 20.00 </u> +
<u> </u> ADDITIONAL CERTIFIED COPIES (\$10.00 EACH)	\$ <u> </u>
TOTAL FEE	\$ <u> </u>

OFFICE USE ONLY (DO NOT WRITE BELOW)

PAID: CASH MONEY ORDER CREDIT (In Person only - \$1.50 processing fee)
WAIT MAIL PICK UP

CLERK'S INITIALS _____ ID _____ ID EXP _____

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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 enlarged and easily identifiable photocopy of your identification from the list below or your application will be returned.

If using a form of identification from the “Primary” column, one form of identification is required. If using a form of identification from the “Secondary” column, two forms of identification are required.

Primary

(Need 1)

Government Issued Photo Drivers License

Government Issued Photo Identification

Government Issued Work Identification

Employment Card

U.S. Military Identification Card

Tribal Identification Card

Pilot License

Alien Registration Card

Permanent Resident Card

Temporary Resident Card

U.S. Passport

Foreign Passport

U.S. Certification of Naturalization

Certificate of U.S. Citizenship

U.S. Citizen Identification Card

Matricula Consular Card

Concealed Weapon Permit

Mexican Voter Registration Card

Jail/Prison Release Form (with picture)

Secondary

(Need 2)

Work Identification/Paycheck/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 (not issued by Utah State Vital Records)

Court Order or Court Documents

Jail/Prison Documents

Probation Documents

Property Tax Receipt

Veterans Universal Access Identification Card

Selective Service Card

Hunting/Fishing License

Insurance Card or Documents

Utility Bill

Business License

Professional License

We Cannot Accept:

- Novelty Identification Card
- Driving Privilege Card

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.