



**Vital Records Offices**  
**Salt Lake City:** 660 South 200 East, #100; Salt Lake City, UT 84111; 385-468-4230  
**Shipp:** 4535 South 5600 West; West Valley City, UT 84120; 385-468-3712  
**Southeast:** 9340 South 700 East; Sandy, UT 84070; 385-468-4329  
**South Redwood:** 7971 South 1825 West; West Jordan, UT 84088; 385-468-5312

## Birth Certificate Request Form

*Certificates available: Salt Lake City births from 1890–present; Utah births from 1951–present*

**Full Name on Record:** \_\_\_\_\_  
First Middle Last

**Date of Birth:** \_\_\_\_\_ **City:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Mother's Full Maiden Name:** \_\_\_\_\_  
First Middle Last

**Mother's Birthdate:** \_\_\_\_\_ **Mother's Birthplace:** \_\_\_\_\_

**Father's Full Name:** \_\_\_\_\_  
First Middle Last

**Father's Birthdate:** \_\_\_\_\_ **Father's Birthplace:** \_\_\_\_\_

***Note: Positive identification is required (see reverse).** If submitting by mail, please include a copy of both sides of your identification. Certificates may be ordered by the named individual or by his or her parent, sibling, current spouse, child, grandparent, or grandchild. Otherwise, proof of legal need is required. Records may be requested by the general public 100 years or more after the date of birth.  
**It is a criminal violation to make false statements on vital records forms or to fraudulently obtain a record.***

**First certified copy: \$20.00**  
**Each additional certified copy (ordered at the same time): \$10.00**  
 Make checks payable to **SLCoHD Vital Records**. Fees are subject to change.

Please review the certificate for accuracy; copies will only be replaced within 90 days of the issue date.  
 If the requestor does not respond to a written notice from Vital Records within 90 days, SLCoHD may retain all monies paid.

### Individual Making Request

**Name:** \_\_\_\_\_ **Daytime telephone number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street address City State ZIP

**Relationship to individual on certificate:** Self Parent Sibling Spouse Child Grandparent Grandchild

**Reason for requesting certificate:** \_\_\_\_\_

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

***For Office Use Only***

**Payment Method:** Cash    Check    Credit  
(in person only)

**Clerk:** \_\_\_\_\_

**Paper numbers:** \_\_\_\_\_  
 \_\_\_\_\_

**Identification provided:** \_\_\_\_\_

**Number of Certified Copies Requested**

  1   Certified copy: \$ 20.00

       Additional copies x \$10.00 each: \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

Utah does not offer a free birth certificate for newborns. Many hospitals offer a souvenir certificate, but this copy is not legally valid and is not provided by this office. Vital Records Offices provide certified copies to be used as a legal document throughout a person's lifetime.

## Acceptable Identification List

Utah law **requires** positive identification for the purchase of a Utah birth or death certificate.

Mailed requests must include an **enlarged, easily read** copy of the **front and back** of the identification.

If no proof is enclosed, the request will be returned.

**All identification MUST be current.**

### Primary (1 of the following)

- Government-issued Photo Driver's License
- Government-issued Photo Identification
- 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
- 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 photo)

OR

### Secondary (2 of the following)

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

**We Cannot Accept**  
Driving Privilege Card  
Novelty ID Card

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