



**SALT LAKE COUNTY – Salt Lake Valley Health Department**  
**Vital Records Main Office: 610 S. 200 E., SLC, UT 84111 (801) 534-4658**  
**West Valley: 4535 S. 5600 W., WVC, UT 84120 (801) 963-7313**  
**Sandy: 9340 S. 700 E., (West of McDonalds) Sandy, UT 84070 (801) 256-1961**  
**SANDY & WEST VALLEY CLOSE FOR LUNCH DAILY 12:00 – 1:00**  
**Office Hours are M-F unless otherwise posted: 8:30 a.m. – 4:00 p.m.**  
**BIRTH CERTIFICATE ORDER FORM**

Full Name on Record: \_\_\_\_\_

First
Middle
Last

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

Mother's FULL Maiden Name: \_\_\_\_\_

First
Middle
Maiden

Mother's Birthplace: \_\_\_\_\_ Mother's birth date: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

First
Middle
Last

Father's Birthplace: \_\_\_\_\_ Father's birth date: \_\_\_\_\_

**THE PERSON REQUESTING A RECORD MUST PROVIDE IDENTIFICATION.** A list of acceptable identification is on the back of this page. If sending this request by **mail** to our main office, please include a copy of both sides of your picture Identification. **Copies may be ordered by the subject, parent, spouse, child, sibling, grandparent, grandchild or legal proof of need or guardianship is required.**

**Warning:** It is a criminal violation to make false statements on vital records forms or to fraudulently obtain a birth certificate. Punishment may include a civil penalty of up to \$5,000 and up to five years in prison. Utah Code, Sections 26-23-5, 26-23-5.5 & 26-23-6.

**FEES ARE: \$18.00 FOR INITIAL COPY, Each Extra Certified copy of the same record is \$8.00 when ordered on the same day. Fees are effective 7/1/2009.**

Please review the certificate for accuracy. Copies will only be replaced within 90 days from the issue date. If the requester does not respond to a written notice from Vital Records within 90 days, Vital Records may retain all monies paid. **Fees are subject to change.**



**INFORMATION OF PERSON MAKING REQUEST**

**Relationship: I am:** (Circle one) Self Mother Father Sibling Spouse Child Grandparent Grandchild

Your reason for requesting this certificate \_\_\_\_\_

Your Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Your Printed Name: \_\_\_\_\_ Your telephone number: \_\_\_\_\_

Your address: \_\_\_\_\_

	<small>Street address</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
	<b><u>Number of Certified Copies Requested</u></b>		<b>Method of Payment: Cash Check</b>	
			<b>Credit (in person only)</b>	
<u>1</u> Certified copy	\$18.00		Clerk's Initials: _____	
_____ Additional certified copies \$8.00 each	\$ _____		Paper numbers: _____	
Total Due	\$ _____			

**Identification given:** \_\_\_\_\_

# SALT LAKE VALLEY HEALTH DEPARTMENT VITAL RECORDS BIRTH AND DEATH RECORDS

## 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 read photocopy of the front and back of your identification from the list below. If no proofs are enclosed, your request will be returned. (All Identification MUST be current)

### PRIMARY

At least 1 of the following:

- √ Photo Driver License
- √ Photo Identification Card
- √ School, University or College ID Card
- √ Employment Card
- √ U.S. Military Identification Card
- √ Tribal Identification Card
- √ Alien Registration Card/Permanent Residence Card
- √ Temporary Resident Card
- √ U. S. Passport
- √ Foreign Passport
- √ U.S. Certification of Naturalization
- √ Certificate of U.S. Citizenship
- √ Matricula Consular Card
- √ Concealed Firearm Permit
- √ Mexican Voter Registration Card

### SECONDARY

Or at least 2 of the following:

- √ Work Identification/paycheck stub/W-2
- √ Voter Registration Card
- √ Social Security Card
- √ U.S. Military Separation/DD-214
- √ Motor Vehicle Registration/Title
- √ Probation Documents
- √ Marriage License
- √ Divorce Decree
- √ Property Tax Receipt
- √ Veterans Universal Access ID Card
- √ Pilot License
- √ Hunting/Fishing License
- √ Court Order of Adoption or Name Change
- √ Court Orders/Court Papers (filed)
- √ Utility Bill
- √ Jail/Prison ID or release form (with picture)
- √ Medicaid Card

### We Cannot Accept:

Novelty ID Card  
Driving Privilege Card

If you cannot provide acceptable identification, 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, death or marriage certificate. If necessary, contact the State Vital Records office at (801) 538-6105 for assistance.

Revised: 07/01/2009



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**SANDY & WEST VALLEY CLOSE FOR LUNCH DAILY 12:00 – 1:00**

**DEATH CERTIFICATE ORDER FORM**

Full Name of Deceased: \_\_\_\_\_

Date of Death : \_\_\_\_\_ ( If not known, specify years to search) \_\_\_\_\_  
First Middle Last

Place of Death: \_\_\_\_\_

Deceased Birth State or Country: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
City County

Usual Residence of Deceased: \_\_\_\_\_

Father's Name: \_\_\_\_\_  
City State

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

If Deceased was Married, Name of Spouse: \_\_\_\_\_  
First Middle Last

**Warning:** It is a criminal violation to make false statements on vital records forms or to fraudulently obtain a death record. Punishment may include a civil penalty of up to \$5,000 and up to five years in prison. Utah Code, Sections 26-23-5, 26-23-5.5 & 26-23-6.

**FEES ARE: \$16.00 FIRST COPY AND \$8.00 FOR EACH ADDITIONAL COPY ORDERED ON THE SAME DAY.**

**The person ordering the certificate must be the spouse, parent, child, sibling, grandparent, grandchild or show proof of their legal need. Records may be requested by the general public 50 years or more after the date of death.**

**The person ordering is required to present their picture Identification.** If sending this request by mail to our main office, please include a copy of both sides of your picture identification. A list of acceptable identification is on the back of this page.

**The replacement fee is \$1.00 for each record.** If the requester does not respond to a written notice from Vital Records within 90 days, Vital Records may retain all monies paid.

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**INFORMATION OF PERSON MAKING REQUEST**

**Relationship: I am:** (Circle one) Spouse Mother Father Sibling Child Grandparent Grandchild

Your reason for making the request: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Your Printed Name: \_\_\_\_\_ Your telephone number: \_\_\_\_\_

Your address: \_\_\_\_\_  
Street address City State Zip Code

<b><u>Number of Certified Copies Requested</u></b>		<b>Method of Payment: Cash Check</b>	
		<b>Credit (in person only)</b>	
<u>  1  </u> Certified Copy	\$16.00	Clerk's Initials:	_____
_____ Additional certified copies	\$8.00 each	Paper #'s	_____
	<b>Total</b>		
	\$ _____		

**Identification Information** \_\_\_\_\_



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Horas de Oficina son Lunes a Viernes : **M - F 8:30 a.m. – 4:00 p.m.**

**LAS OFICINAS DE SANDY & WEST VALLEY CIERRAN DIARIO DE 12:00 – 1:00**

**SOLICITUD DE REGISTRO DE NACIMIENTO**

Nombre de niño/nina: \_\_\_\_\_  
(Name of Child)                      **Primer Nombre (First)**                      **Segundo Nombre (Middle)**                      **Apellido (Last)**

Fecha de nacimiento: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Condado: \_\_\_\_\_  
(Date of Birth)                      (City)                      (County)

Primer nombre y apellido de soltera de la madre: \_\_\_\_\_  
(Mother’s FULL Maiden name)                      **Primer Nombre (First)**                      **Segundo Nombre (Middle)**                      **Apellido ( Last)**

Lugar de nacimiento de la madre: \_\_\_\_\_ Fecha de nacimiento de la madre: \_\_\_\_\_  
(Mother’s Birthplace)                      (Mother’s Birth Date)

Nombre completo del padre: \_\_\_\_\_  
(Father’s full name)                      **Primer Nombre (First)**                      **Segundo Nombre (Middle)**                      **Apellido ( Last)**

Lugar de nacimiento del padre: \_\_\_\_\_ Fecha de nacimiento del padre: \_\_\_\_\_  
(Father’s Place of Birth)                      ( Father’s Birth Date)

**Nestros Precios De Ahora Son: \$18.00 por la primera copia y \$8.00 por cada copia adicional del mismo record ordenado el mismo dia solamente. Los Precios Van A Canviar En El Fururo** Si esta mandando esta solicitud for coreo a la oficina principal , por favor incluya una copia de frente y de atras de su identificación con fotografia .Una lista de identificaciones aceptables esta a la buelta de esta pagina.

**ADVERTENCIA:**Es una violacion criminal hacer falsas declaraciones en la solicitud de los Registros Vitales o obtener una acta de nacimiento falsa. Castigos pueden incluir una multa civil de hasta \$5,000.00 y conviccion de prision hasta cinco anos segun el codigo de Utah, Secciones 26-23-5, 26-23-5.5 y 26-23-6.



**SOLICITANTE**

**Relacion: Yo soy:**(Por favor seleccione una) Mismo Mama Papa Hermano/a Esposo/a Hijo/a Abuelito/a Nieto/a

Razon por la solicitud: \_\_\_\_\_

Su firma: \_\_\_\_\_ Fecha de hoy: \_\_\_\_\_

Escriba su nombre: \_\_\_\_\_ Su numero de telefono: \_\_\_\_\_

Su direccion: \_\_\_\_\_  
Numero de casa                      Ciudad                      Estado                      Codigo Postal

**USO DE OFICINA UNICAMENTE**

**Method of Payment: Cash Check**

**Credit (in person only)**

**Clerk’s Initials: \_\_\_\_\_**

  1   Copias Certificadas                      \$18.00  
       Copias Adicionales \$8.00 cada una                      \$ \_\_\_\_\_

**Total a pagar \$ \_\_\_\_\_**

**ID Info \_\_\_\_\_**

# SALT LAKE VALLEY HEALTH DEPARTMENT VITAL RECORDS BIRTH AND DEATH RECORDS

## Lista de Identificaciones Aceptables

**Identificacion es requerida para obtener una Acta de Nacimiento del estado de Utah. Cuando mande por correo la solicitud, por favor incluya una fotocopia legible y amplificada de la siguiente lista. Todas las identificaciones deben estar Vigentes.**

**POR LO MENOS 1 DE LOS SIGUIENTES**

**SIGUIENTES**

**DOCUMENTOS:**

**POR LOS MENOS 2 DE LOS**

**DOCUMENTOS:**

<ul style="list-style-type: none"> <li>• Licencia de conducir con foto</li> <li>• Tarjeta de identificacion con foto</li> <li>• Tarjeta de identificacion escolar o universitaria</li> <li>• Tarjera de autorizacion para empleo</li> <li>• Tarjeta de identificacion militar de los Estados Unidos</li> <li>• Tarjeta de identificacion tribal</li> <li>• Tarjeta de identificacion de departamento penal</li> <li>• Pasaporte de los Estados Unidos</li> <li>• Pasaporte Extranjero</li> <li>• Tarjeta de inscripcion como extranjero</li> <li>• Tarjeta de residente permanente</li> <li>• Tarjeta de residente temporal</li> <li>• Certificado de ciudadanía de los Estados Unidos</li> <li>• Tarjeta de identificacion de ciudadanía             <ul style="list-style-type: none"> <li>○ De los estados Unidos</li> </ul> </li> <li>• Matricula Consular</li> <li>• Permiso de Armas</li>   <li>• Tarjeta Mexicana para Votar</li> </ul>	<ul style="list-style-type: none"> <li>• Identificacion de empleo/Talon de nomina</li> <li>• Tarjeta de inscripcion electoral</li> <li>• Tarjeta de seguro social</li> <li>• Registro/Titulo automovilistico</li> <li>• Documentos de libertad probatoria</li> <li>• Licencia matrimonial</li> <li>• Targeta de servicios sociales</li> <li>• Hoja de comprobante del parto del hospital</li> <li>• Cerificacion de paternidad</li> <li>• Numero de indentificacion de contribuyente</li> <li>• Individual para extranjeros(ITIN)</li> <li>• Recibo de Impuestos de Propiedad</li> <li>• Licencia oficial de Caceria/Pesca</li> <li>• Orden de corte de adopcion o cambio de nombre</li> <li>• Acta de Divorcio</li> <li>• Factaras de Utihdades</li> <li>• Identificacion de Veterano</li> <li>• Papeles de sanda con fotografia</li> <li>• Tarjeta de Medicaid</li> </ul>
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**No Aceptamos:**

Tarjetas de indentificacion de novedad  
Plavilegio de Manejar

Si no puede proveer una identificacion aceptable, su esposo/a. padres, abuelos, hermano/a, o hijos adultos pueden proveer identificacion apropiada y solicitar el Acta. Prueba de relacion tambien sera requerida (por ejemplo: Acta de Nacimiento o de Matrimonio). Revised: 07/01/09