



Office of Vital Records – First Floor
Physical: 22 South State Street Clearfield, Utah 84015
Mailing: P.O. Box 618, Farmington, UT 84025
Office Hours: Monday – Friday 8 a.m. to 5 p.m.\*
(801) 525-5150 | daviscountyutah.gov/health

\*Applications taken after 4:30 p.m. will be processed the next business day.

First certified copy \$22.00\*
Each additional certified copy (ordered at the same time) \$10.00\*
\*Fees 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, DCHD may retain all monies paid.

Birth Certificate Request Form

Utah from 1926–present.

Full Name on Record: \_\_\_\_\_ Is Person Deceased? Yes N No
First Middle Last

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

Parent 1 (Full Maiden Name) Birth Date State or Country of Birth

Parent 2 (Full Name) Birth Date State or Country of Birth

Note: Positive identification is required. 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.

Individual Making Request – Valid ID Required

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

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

Reason for requesting certificate: [ ] Driver's License [ ] Social Security [ ] Passport [ ] School [ ] Other: \_\_\_\_\_

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

Number of Certified Copies Requested

1 Non-Refundable Search-Includes 1 Certified copy: \$ 22.00
Additional certified copies x \$10.00 each: \$
Expedite Fee: \$
Affidavit Fee: \$
ORS Fee: \$
Book Copy Fee: \$
All card payments will be assessed a processing fee of 2.50%, with a minimum fee of \$1.55. Total Fee: \$

If this order is to be mailed, please print the complete mailing address below:
CHECK payments are payable to Davis County Health Department. PLEASE DO NOT MAIL CASH

For Office Use Only

Payment Method: Cash Check/M.O. Credit/Debit\* Date Clerk Initials

Request #

Date Mailed (if applicable) Paper #

## Acceptable Identification List

Government-issued identification is required for the purchase of a Utah birth or death certificate. Mailed requests must include an enlarged, easily identifiable photocopy of the back and front of your I.D. If no identification is enclosed, your application will be returned. All I.D. must be current.

### **Primary** (1 of the following)

- Government-issued Photo Driver License
- Government-issued Photo ID Card
- Government-issued Work ID
- Employment Card
- U.S. Military ID Card
- Tribal ID Card
- Pilot License
- Alien Registration Card
- Permanent Resident Card
- Passport
- Temporary Resident Card
- Certificate of U.S. Citizenship
- U.S. Certification of Naturalization
- 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)

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

**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.

