



**Vital Records Office – First Floor**  
 477 23<sup>rd</sup> Street, Ogden, UT – 84401  
 Office Hours: Monday – Friday 8 a.m. to 5 p.m.  
 (801) 399-7130 – [www.webermorganhealth.org](http://www.webermorganhealth.org)  
 \*Applications taken after 4 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 notice from Vital Records within 90 days, WMHD may retain all monies paid.

## Birth Certificate Request Form

*Certificates available: All of Utah from 1905–present. Additional processing time may apply for years prior to 1926.  
 Birth Records over 100 years may be available at the Utah State Archives.*

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

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

**Parent 1 Full Birth Name** \_\_\_\_\_

**Parent 2 Full Birth Name** \_\_\_\_\_

***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 their 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 vital 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

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

#### Number of Certified Copies Requested

If this order is to be mailed, please print the complete mailing address below:

  1   Non-Refundable Search-Includes 1 Certified copy: \$ 22.00

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We do not accept cash or card by mail.  
 Make check or money order payable to WMHD

**Total Fee:** \$ \_\_\_\_\_

*For Office Use Only*

ID _____	Exp _____	<input type="checkbox"/> ID Attached	Date _____
<b>Payment Method:</b> Cash	Check/M.O.	Credit/Debit*	<b>Request #</b> _____ <b>Clerk Initials</b> _____
Change Given \$ _____	Check or CC # _____	Date Completed (if applicable) _____	Int _____
<b>Receipt</b>	<b>Yes</b> <b>No</b>	Date Mailed (if applicable) _____	Qty _____

## 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.