



# VITAL RECORDS

Box Elder, Cache & Rich County  
brhdut.gov | 435.792.6500

## BIRTH CERTIFICATE INFORMATION

Full Name on Record (First, Middle, Last)	Date of Birth	Is Person Deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No
City of Birth	County of Birth	Hospital of Birth
Parent 1 Full Birth Name	Birth Date	State or Country of Birth
Parent 2 Full Birth Name	Birth Date	State or Country of Birth

**Note: Positive identification & proof of relationship 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 name 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 & PROOF OF RELATIONSHIP

Name	Telephone Number		
Street Address	City	State	Zip
Relationship to Individual on Certificate: <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild			
Reason for Requesting Certificate: <input type="checkbox"/> Driver's License <input type="checkbox"/> Social Security <input type="checkbox"/> Passport <input type="checkbox"/> School <input type="checkbox"/> 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	\$
	\$
No Credit/Debit Cards by Mail. Write Checks to BRHD	<b>Total Cost:</b> \$
If order is to be mailed, print mailing address:	

*For Office Use Only*

**Payment Method:**  
 Cash  Check  Card

**Clerk:**

**Request #**

**Paper #**

Signature of Collection \_\_\_\_\_ Date of Collection: \_\_\_\_\_

**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 Driver's License
- Government Issued Photo Identification
- Employment Authorization Card
- U.S. Military ID Card
- Tribal ID Card
- Permanent Resident Card
- Foreign Visa
- U. S. Passport
- U.S. Passport Card
- Foreign Passport
- U.S. Naturalization Certificate
- Certificate of U.S. Citizenship
- Matricula Consular Card
- Concealed Weapon Permit
- Mexican Voter Registration Card
- Jail/Prison Release Form (with picture)\_
- Veteran's Health ID Card

**SECONDARY  
(Need 2)**

- Work Identification/Paycheck/W-2
- School, College, or University ID
- 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 Document
- Jail/Prison Documents
- Probation Documents
- Property Tax Receipt
- Selective Service Card
- Hunting/ Fishing License
- Insurance Card
- Insurance Documents
- Utility Bill
- Business License
- Professional License

**WE CAN NOT ACCEPT:** Driving Privilege Card or Novelty ID 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 also be required.

**I AM REQUESTING A BIRTH CERTIFICATE FOR "PERSON A"**

