



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

First certified copy \$30.00*
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.
Death certificate reprint fee of \$3 each will be charged for any death certificate that is reissued within 90 days of original issuance.
If the requestor does not respond to a written notice from Vital Records within 90 days, DCHD may retain all monies paid.

Death Certificate Request Form

Certificates available: Utah deaths from 8/2006–present. Additional fees may apply for all other Utah deaths.

Full Name of Deceased: _____
First Middle Last

Date of Death: _____ City of Death: _____ County of Death: _____
(if unknown, approximate year)

Date of Birth: _____ State or Country of Birth: _____

Parent 1: _____ Parent 2: _____
(Full Maiden Name) (Full Maiden Name)

Full Maiden Name of Spouse, if married: _____

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's surviving spouse, parent, sibling, child, grandparent, or grandchild. Otherwise, proof of legal need is required.
Records may be requested by the general public 50 years or more after the date of death.
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: Spouse Parent Sibling Child Grandparent Grandchild

Reason for requesting certificate: _____

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: \$ 30.00
Additional certified copies x \$10.00 each: \$
Replacement Certificate Fee x \$3.00 each: \$
Expedite fee: \$
Affidavit Fee: \$
Total Fee: \$

*No Credit/Debit cards accepted by Mail. Write Checks to DCHD.

For Office Use Only

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

*Credit/debit cards will be assessed a 2.45% processing fee 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.

