Department *of* Health & Human Services

# Notice of commencement of paternity proceedings

## General information

This form, along with a notice of commencement of paternity proceedings from the court, will be used to register a man in the Utah Putative Father Registry. The registry must be checked before a child can be adopted to be sure there is not a man who may be the child's father who would like the opportunity to raise the child. The registry does not establish paternity or add a father's name to the birth certificate. The timely filing of this form entitles you to notification of a proceeding for adoption of the child identified on the form.

Services are available through the DHHS Office of Vital Records and the Office of Recovery Services to help establish paternity of a child who is not placed for adoption. The information you give us will be used by DHHS to process your request to be added to the Utah Putative Father Registry. The information may also be shared with the Office of Recovery Services and used to establish paternity. If necessary, the data may be accessed by contractors who are a part of the DHHS technical team. You are advised to also file in other states if conception or birth of the child may have occurred there. If needed, we can provide you with contact information for other state vital records offices. Utah Domestic Relations Code 81-5-404. This data is part of the record series 28666. Required fields are marked with an asterisk(*). Providing more information is helpful. Failure to provide all required information may result in a delay in registration on the Utah Putative Father Registry.

## Identifying information

Name of child:_____ Sex: _____

Birth date: _____ Birthplace: _____

Name of mother:* _____Maiden name if different:_____

Mother's residence address: _____

Name of father:* _____

Father's residence address:* _____

Father's phone:* _____ Father's email:* _____

Father's social security number:* ☐☐☐ ☐☐ ☐☐☐☐ ☐ Check if no SSN

Utah district court where paternity proceeding was filed:* _____

Title case number of paternity proceeding:* _____

**A copy of the paternity proceeding filed in a UTAH DISTRICT COURT must be submitted with this completed form. The paternity proceeding must have a court case number on it to show that it was filed with the courts.**

I certify that I have started paternity proceedings to assert paternal rights for the child identified on this form. I understand that I may contact the Utah Office of Vital Records if this processing is dismissed, set aside or rescinded. I declare and affirm under penalty of perjury that the statements made here are true and correct to the best of my knowledge.

Signature of father: _____ Date: _____

State_____County_____ On this _____day of _____ 20____ the person whose name is signed above, proved to me through satisfactory evidence of identification, to be the person named.

Notary signature:_____

S E A L

| Date and time stamp: | OVRS employee: |
|---|---|

**Mailing address:** PO Box 141012 ◦ SLC, UT 84114-1012 ◦ **Physical address:** 288 N 1460 W, SLC
801-538-6105 ◦ Fax 801-538-7012 ◦ vrequest@utah.gov ◦ vitalrecords.utah.gov ◦ DHHS-OVRS-301 2026

A biological father must initiate proceedings with a district court in Utah to preserve any right to notice and consent in an adoption. The biological father must then file the "Notice of Commencement of Paternity Proceeding" form with the Utah Office of Vital Records. The biological father has the duty to protect his own rights and interests before the birth mother executes consent to adoption or relinquishes a child for adoption.

Utah Domestic Relations Code 81-13-213.

1. The Utah Office of Vital Records and Statistics requires the completed and notarized "Notice of Commencement of Paternity Proceeding" form along with a copy of the petition filed with a district court in Utah that contains the assigned case number. The Utah Office of Vital Records does not accept faxes or any other electronic communication. **The use of white-out is not allowed and will void the form.

2. The completed "Notice of Commencement of Paternity Proceeding" form and the copy of the court petition must be submitted to the Utah Office of Vital Records.

a. It may be hand delivered to:

Utah Office of Vital Records
288 N 1460 W, 1st Floor
Salt Lake City, UT 84114

We are open Monday through Friday from 8am-4pm. The office is closed on federal holidays.

b. It may be mailed to:

Office of Vital Records and Statistics
Attn: Court orders, Paternity
PO Box 141012
Salt Lake City, UT 84114

It is highly recommended that the request be hand delivered whenever possible. If mailed, it is recommended to send the request via certified mail or other traceable mail service.

3. Upon filing, the registrant will be given a photocopy of the registered "Notice of Commencement of Paternity Proceeding" form which will include the registration number, date, and time accepted. A receipt will also be issued indicating the date and time the form was accepted, the parties involved and will reflect the signature of the clerk who registered the form.

4. There is no fee to file this form. A certified copy of the filed "Notice of Commencement of Paternity Proceeding" is $18.00 and requires you to submit form 304: Search for Notice of Commencement of Paternity Proceedings.

Feel free to contact the Utah Office of Vital Records if you have any questions. You can email us at adoptions@utah.gov. You can call us at 801-538-6105 (option 6).