Department *of* Health & Human Services
Office of Vital Records and Statistics

Search for health history or open a court ordered sealed file

General information

Vital Records will search for any non-identifying health, genetic, and social history forms which may have been filed at the time of an adoption, once we receive payment and this completed application. The search fee is non-refundable even if no forms are found to be on file. If the non-identifying health, genetic, and social history forms are found, we will make a copy and give it to the person who applied.

Please provide the requested information in the form below so DHHS Vital Records can process your request. The information you give us will only be used by DHHS to process your request, and if necessary, may be accessed by contractors who are a part of the DHHS technical team. All fields are required. We will not be able to process your request without the required information. This data is part of the record series 81425.

Checklist

- ☐ This application is fully completed and correct.
- ☐ Payment is ready. //Mail: check or money order to 'Vital Records' is enclosed.
- ☐ My ID is ready. (See reverse for valid ID list. Proof of relationship is required.)// Mail: copy of ID is enclosed.

A court order is required to get copies of any part of the sealed file other than the non-identifying health, genetic, and social history. The court order to open a sealed file must meet the following requirements:

- ☐ Certified with an embossed or colored seal
- ☐ States the child's full name as currently on the birth certificate, child's date of birth, and place of birth
- ☐ Specifically orders Vital Records to open the sealed file
- ☐ Specifies which documents may be copied

Identifying information

Name of child first, middle, last name

Birth date _____ Birth place city, county, state or country

Name of mother first, middle, last name maiden last name (if different)

Birth date _____ Birth place city, county, state or country

Name of father first, middle, last name

Birth date _____ Birth place city, county, state or country

Applicant

Relationship to certificate holder: ☐ Attorney ☐ Parent ☐ Self

Printed name _____ Phone _____

Address mailing address, city, state, ZIP

Email address _____

Fees				
1	Search fee (non-refundable)		$25.00	+
1	Standard U.S. shipping fee (postal orders)		$1.00	+
	Expedited processing ($25)	☐ Yes ☐ No		+
	Expedited U.S. shipping ($30)	☐ Yes ☐ No		=
		Total fee		

Signature _____ Date* _____

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-303 2026

Department *of* Health & Human Services

Acceptable identification to obtain vital records

Identification (ID) must be current

Identification is required for all non-public vital records. Mailed requests must include an easily identifiable photocopy of the front and back of the identification from the list below or the application will be returned. One form of identification from the "Primary" column is required or two forms of identification from the "Secondary" column.

Primary

(Need 1—photo ID)

- Government issued photo driver's license
- Government issued photo identification
- Employment authorization card
- U.S. military identification card
- Tribal identification card
- Permanent resident card
- Foreign visa
- U.S. passport
- U.S. passport card
- Foreign passport
- U.S. naturalization certificate or certificate of 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 stub or W-2
- School, university or college ID card
- Voter registration card
- Social Security card
- U.S. military separation/DD-214
- Motor vehicle registration/title
- Marriage license (certified copy with signatures, not an abstract)
- Court order or court documents
- Jail/prison documents
- Probation documents
- Property tax receipt
- Selective Service card
- Hunting/fishing license
- Insurance card or documents
- Utility bill
- Business license
- Professional license

We cannot accept:

- Novelty Identification Card (ID not issued by the government)
- Driving Privilege Card (prohibited by law UCA 53-3-207(7)(b)(ii)).

If you do not have acceptable identification, you can ask your spouse, parent, grandparent, sibling, or adult child to show their appropriate identification to request the certificate. Proof of relationship is required.