IDAHO VITAL STATISTICS CERTIFICATE REQUEST

IDAHO VITAL RECORDS ▪ P.O. Box 83720 • Boise, ID 83720-0036 ▪ (208) 334-5988 • www.vitalrecords.dhw.idaho.gov

Instructions for completing this form are located on the back of this document. Please read these instructions carefully. Failure to do so may cause a significant delay in processing your request.

YOUR MAILING ADDRESS INFORMATION (PERSON REQUESTING THE CERTIFICATE)

FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME

STREET AND NUMBER (P.O. BOX)	CITY	STATE, ZIP CODE

CONTACT PHONE NUMBER (DAY TIME)	YOUR RELATIONSHIP TO PERSON NAMED ON CERTIFICATE (SELF, MOTHER, ETC.)

PURPOSE FOR THE CERTIFICATE

SIGNATURE OF THE PERSON REQUESTING THE CERTIFICATE:

▶

REQUESTS MUST INCLUDE A COPY (FRONT AND BACK) OF A CURRENT GOVERNMENT-ISSUED SIGNED PICTURE ID OF THE PERSON REQUESTING THE CERTIFICATE. ***(SEE INSTRUCTIONS ON THE BACK OF THIS DOCUMENT)***

IMPORTANT: BIRTH, DEATH, STILLBIRTH, MARRIAGE OR DIVORCE MUST HAVE OCCURRED IN IDAHO.

☑ **INDICATE CERTIFICATE REQUESTED:** **BIRTH** ☐ **STILLBIRTH** ☐ Available from July 1911

NAME ON CERTIFICATE:		
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
DATE OF BIRTH	CITY OF BIRTH	NUMBER OF COPIES YOU ARE REQUESTING
FATHER'S NAME:		
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
MOTHER'S MAIDEN NAME:		
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST MAIDEN NAME

DEATH Available from July 1911

NAME ON CERTIFICATE:		
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
DATE OF DEATH	CITY OF DEATH	NUMBER OF COPIES YOU ARE REQUESTING

☑ **INDICATE CERTIFCATE REQUESTED:** **MARRIAGE** ☐ **DIVORCE** ☐ Available from May 1947

HUSBAND'S NAME:		
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME
WIFE'S NAME:		
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (at time of event)
DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING

# of copies	FEES*	$ cost
____	BIRTH-STILLBIRTH-MARRIAGE-DIVORCE CERTIFIED COPY @ $13.00 EACH	= _____
____	DEATH CERTIFIED COPY @ $14.00 EACH	= _____
____	BIRTH-STILLBIRTH-MARRIAGE-DIVORCE CERTIFIED PHOTOCOPY @ $13.00 EACH + $5.00 PROCESSING FEE	= _____
____	DEATH CERTIFIED PHOTOCOPY @ $14.00 EACH + $5.00 PROCESSING FEE	= _____
____	SPECIAL HANDLING @ $5.00 (RUSH ORDERS ONLY)♦	= _____
____	PROCESSING FEE FOR LEGAL ACTIONS @ $13.00 EACH	= _____
TOTAL ENCLOSED		=

* See the back of this document for further instructions, information, and explanation of fees.

♦ If you would like to RUSH your order, please include a one-time charge of $5.00 (per order) and write **RUSH** on the outside of your envelope. There is no shipping charge for regular mail. If express mail is desired, you may express mail your request to us and include a prepaid express mail envelope back to yourself. We cannot send your order C.O.D.

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER

Only immediate family members, their legal representative, or those who provide documentation showing it is needed for their property right may order legally confidential certificates. Immediate family includes: spouse, sibling, parent, child, grandparent, and grandchild.

Proof of relation/legal representation may be required. Step-relatives, in-laws, great-grandparents, aunts, uncles, cousins, etc. are not immediate family as defined by Idaho Statute.

IDENTIFICATION IS REQUIRED

The applicant (person signing this request) must provide a photocopy of their driver's license or other current signed government [state, federal or tribal] issued picture identification. If this is not available, copies of two other forms of identification are required; one of which **MUST** include the applicant's signature. (Refer to the following list) **ID is accepted upon validity verification by our office**.

IMPORTANT: If acceptable identification is NOT enclosed, and/or your application is incomplete, your request will be returned and significant delays in processing your order may occur.

APPROVED IDENTIFICATION LIST

Current Government Issued Picture Identification with a signature	OR Two Forms of CURRENT ID – One MUST have a Signature		OR
• Driver's License • State ID Card • Passport • Tribal ID Card • Concealed Weapons Permit • Prison ID Card	• Social Security Card with signature • Work ID Card with picture or signature • Auto registration with signature • Traffic Ticket with signature • Court Record with signature • College/School ID with picture • Matricula Card with signature.	• Insurance Record • Auto Insurance • Driver Permit • Pay stub • Doctor/Medical Record • Hunting/Fishing License • Passport Card	• Notarized Signature on the Request • Have an immediate family member (that has current ID from the approved list) request it for you (Please Note: Proof of relation may be required.) • Court Order

FEES

Each certified copy or record search of a Birth, Stillbirth, Marriage or Divorce Certificate is $13.00. Each certified copy or record search of a Death Certificate is $14.00. Certified copies are computer-generated and are valid for most legal purposes. If the requested certificate cannot be found a statement of search will be issued. A certified *photocopy* (not computer-generated) of a Birth, Stillbirth, Marriage or Divorce certificate can be ordered for $18.00; each additional certified photocopy of that record, ordered at the same time, is $13.00. A certified photocopy (not computer-generated) of a Death Certificate can be ordered for $19.00; each additional certified photocopy of that record, ordered at the same time, is $14.00. Pursuant to 2010 legislation, a fee of $1.00 has been added to each death certificate to pay for county coroner education.

The Processing fee to complete an adoption, paternity, delayed registration or court order name change is $13.00. (Does not include a copy of the certificate)

Make checks or money orders payable to Idaho Vital Records.

If you would like to RUSH your order, please include a one-time charge of $5.00 (per order) and write **RUSH** on the outside of your envelope. There is no shipping charge for regular mail. If express mail is desired, you may express mail your request to us and include a prepaid express mail envelope back to yourself. We cannot send your order C.O.D.

To order by fax or on-line, through VitalChek, please see our website at http://www.vitalrecords.dhw.idaho.gov. or fax your request to (866) 559-9629. *Additional charges will apply.* All credit card orders are processed through Vitalchek.

SUBMITTING THE REQUEST

Complete the request form and mail it to the address on the front of the form. Remember to sign your request and enclose the correct fees and a copy of *both sides* of your signed picture ID.

WARNING: False application for a certified copy of a vital record is a felony punishable by a fine up to $5,000, five years in prison, or both (*Title 39, Chapter 2,* ***Idaho Code***).