



IDAHO DEPARTMENT OF
HEALTH & WELFARE

BRAD LITTLE – Governor
DAVE JEPPESEN – Director

JAMES B. AYDELOTTE – STATE REGISTRAR AND BUREAU CHIEF
BUREAU OF VITAL RECORDS AND HEALTH STATISTICS
DIVISION OF PUBLIC HEALTH
P.O. Box 83720
Boise, Idaho 83720-0036
PHONE 208-334-5980
FAX 208-332-7260

HOW DO I PLACE AN IDAHO DELAYED CERTIFICATE ON FILE?

A certificate is considered delayed if it is not recorded in this office within one year of the event (birth, stillbirth, death, marriage or divorce).

Send a signed written request for the certificate along with current identification of the person who signs the request. Your request will need to provide the following information:

- The type of certificate (birth, death, stillbirth, marriage or divorce)
- Name(s) as they should be listed on the certificate
- Date of event
- Place of event
- Your relationship to the person(s) named on the certificate
- Return address
- Daytime telephone number

If the certificate requested is a birth or stillbirth certificate, also include:

- The mother's full maiden name and father's full name

The Idaho Vital Statistics Certificate Request Form* may be used to request a copy of the certificate.

We will do a search to confirm that the certificate is not already on file in this office. A search for a birth, death, stillbirth, marriage, or divorce certificate is \$16.00 whether it produces a certificate or not.

Once we have established that the record is not on file in our office, we will mail the instructions to you for placing the record on file and advise of any additional fees that may apply.

Please note; Idaho only files certificates for events that occur within the state of Idaho.

NOTE: FURNISHING FALSE OR FRAUDULENT INFORMATION AFFECTING A CERTIFICATE IS A FELONY AND MAY BE PUNISHABLE BY A FINE OF NOT MORE THAN FIVE THOUSAND DOLLARS (\$5,000) OR IMPRISONMENT OF NOT MORE THAN FIVE (5) YEARS, OR BOTH



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The Idaho Bureau of Vital Records and Health Statistics does not have a public counter. Your request may be dropped off in our lobby drop box located at 450 West State Street, Boise, Idaho 83702, or mailed to our post office box:

VITAL RECORDS
P.O. BOX 83720
BOISE, ID 83720-0036

* Please visit the following website to obtain forms:
<http://healthandwelfare.idaho.gov/health/vitalrecordsandhealthstatistics/legal/tabid/1507/default.aspx>