

# IDAHO VITAL STATISTICS CERTIFICATE REQUEST

IDAHO VITAL RECORDS • P.O. Box 83720 • Boise, ID 83720-0036 • (208) 334-5988 • [www.vitalrecords.dhw.idaho.gov](http://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 will cause a significant delay in processing your request.**

## A COPY OF YOUR IDENTIFICATION IS REQUIRED

YOUR MAILING ADDRESS INFORMATION (PERSON REQUESTING THE CERTIFICATE)			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	
STREET AND NUMBER or P.O. BOX		CITY, STATE	ZIP CODE
CONTACT PHONE NUMBER (DAYTIME)	YOUR RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (SELF, MOTHER, ETC.)		
PURPOSE FOR THE CERTIFICATE		<input type="checkbox"/> INCLUDE COPY OF ACKNOWLEDGEMENT OF PATERNITY WITH BIRTH CERTIFICATE	
<b>SIGNATURE OF THE PERSON REQUESTING THE CERTIFICATE: PROVIDE A PHOTOCOPY OF SIGNER'S IDENTIFICATION *</b>			
<b>IMPORTANT: BIRTH, DEATH, STILLBIRTH, MISCARRIAGE, MARRIAGE OR DIVORCE MUST HAVE OCCURRED IN IDAHO</b>			
<input checked="" type="checkbox"/> EVENT REQUESTED: <input type="checkbox"/> BIRTH <input type="checkbox"/> STILLBIRTH <input type="checkbox"/> DEATH Available from July 1911 <input type="checkbox"/> MISCARRIAGE Available from July 2016			
NAME ON THE CERTIFICATE			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	
DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING	
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	MAIDEN SURNAME
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME	MAIDEN SURNAME
<input checked="" type="checkbox"/> EVENT REQUESTED: <input type="checkbox"/> MARRIAGE <input type="checkbox"/> DIVORCE Available from May of 1947			
<input type="checkbox"/> BRIDE / WIFE <input type="checkbox"/> GROOM / HUSBAND			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (AT THE TIME OF THE EVENT)	
<input type="checkbox"/> BRIDE / WIFE <input type="checkbox"/> GROOM / HUSBAND			
FULL FIRST NAME	FULL MIDDLE NAME	FULL LAST NAME (AT THE TIME OF THE EVENT)	
DATE OF EVENT	CITY OF EVENT	NUMBER OF COPIES YOU ARE REQUESTING	
ORDER TOTALS			
DESCRIPTION OF ITEM	FEES	# OF COPIES	TOTAL COST
BIRTH-STILLBIRTH/MISCARRIAGE-MARRIAGE-DIVORCE-DEATH CERTIFIED COPY (COMPUTER GENERATED)	\$16.00		
BIRTH-STILLBIRTH/MISCARRIAGE-MARRIAGE-DIVORCE-DEATH CERTIFIED PHOTOCOPY	\$21.00		
ADDITIONAL PHOTOCOPIES OF THE SAME CERTIFICATE EVENT	\$16.00		
♦ RUSH ORDERS or *SPECIAL HANDLING - PER EVENT REQUESTED	\$10.00		
<b>TOTAL ENCLOSED: Please check your total! Overpayments of less than \$10.00 are not refunded unless requested in writing.</b>			

Make your check or money order payable to Idaho Vital Records. All Vital Records fees may be paid with one check or money order.

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

♦ If you would like to RUSH your certificate order, please include a one-time charge of \$10.00 (per event) 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

Self, 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) Identification 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 to you and significant delays in processing your order will occur.

## APPROVED IDENTIFICATION LIST

Current Government Issued Picture Identification with a signature	OR Two Forms of CURRENT ID – One MUST have a Signature	OR
<ul style="list-style-type: none"><li>• Driver's License</li><li>• State ID Card</li><li>• Passport</li><li>• Tribal ID Card</li><li>• Concealed Weapons Permit</li><li>• Prison ID Card</li></ul>	<ul style="list-style-type: none"><li>• Social Security Card with signature</li><li>• Work ID Card with picture or signature</li><li>• Auto Registration with signature</li><li>• Traffic Ticket with signature</li><li>• Court Record with signature</li><li>• College/School ID with picture</li><li>• Matricula Card with signature</li><li>• Insurance Record</li><li>• Auto Insurance</li><li>• Driver Permit</li><li>• Pay stub</li><li>• Hunting/Fishing License</li><li>• Passport Card</li></ul>	<ul style="list-style-type: none"><li>• Notarized Signature on the Request</li><li>• 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.)</li><li>• Court Order</li></ul>

## FEES

### CERTIFICATE FEES

Each certified copy or record search of a Birth, Stillbirth/Miscarriage, Death, Marriage or Divorce Certificate is \$16.00. 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/Miscarriage, Death, Marriage or Divorce certificate can be ordered for \$21.00; each additional certified photocopy of that record, ordered at the same time, is \$16.00.

### LEGAL FEES

The processing fee to complete an adoption, paternity, or court order name change is \$20.00. The fee for a correction is \$20.00 if more than **one** year has passed since the date of the event. The processing fee to complete a delayed registration is \$25.00. The fee for a legal action does not include the fee for a copy of a certificate.

### RUSH FEES

If you would like to RUSH your order, please include a one-time charge of \$10.00 (per event) and write **RUSH** on the outside of your envelope. If you would like to RUSH your legal action, please include a one-time charge of \$25.00 (per event). 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.

### SPECIAL HANDLING FEES

If you would like our office to forward your certificate and completed apostille application to the Idaho Secretary of State, please visit [www.vitalrecords.dhw.idaho.gov](http://www.vitalrecords.dhw.idaho.gov) or call 208-334-5980 for instructions BEFORE mailing the \$10.00 special handling fee.

Make your check or money order payable to Idaho Vital Records. All Vital Records fees may be combined and paid with one check or money order. **Please check your total carefully! Overpayments of less than \$10.00 are not refunded unless requested in writing.**

To order on-line, through VitalChek, please see our website at <http://www.vitalrecords.dhw.idaho.gov>. *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).