



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 REFLECT A LEGAL NAME CHANGE ON AN IDAHO BIRTH CERTIFICATE?**

Send a signed written request to amend the child's name on the birth certificate due to a court-ordered name change along with identification of the person who signs the request. State what the full name of the child was and what it should be changed to. Your request will also need to provide the following information:

- Name of the child as it is currently listed on the birth certificate
- Child's date of birth
- Child's place of birth
- The mother's full maiden name and father's full name
- Your relationship to the person(s) named on the certificate
- Your return address
- Your daytime telephone number

★ A request to amend a birth certificate pursuant to a court ordered name change may be made by the child (if 18 years of age or older), a parent listed on the birth certificate, the child's legal guardian, or the legal representative of any of these persons.

Send a **certified copy** of the court order with your request. A certified copy will contain the file date, an original court seal, and original court clerk's signature.

The court order must identify the person by the name currently on the birth certificate and their date of birth. If the court order does not contain the required information, you may submit, along with the court order, a **certified copy** of the petition or application for name change if it contains the required information.

There is a \$20.00 legal amendment fee to file the court ordered name change. The legal amendment fee **does not** include a certified copy of the certificate. Certified copies of the birth certificate are \$16.00 each. The Idaho Vital Statistics Certificate Request Form\* may be used to provide the certificate information and request a copy of the certificate.

Requests for legal actions are worked in the order they are received. Our response time to your request could take several weeks depending on the volume of requests received.

Note: Processing a court ordered name change applies to the ***child's name only***. A court ordered name change cannot be applied to the parent's information on the



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certificate. Court ordered name changes **cannot** be processed on death, stillbirth/miscarriage, marriage or divorce certificates.

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>