CREDIT CARD ONLY – RUSH REQUEST

IDAHO VITAL STATISTICS CERTIFICATE REQUEST

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

INSTRUCTIONS: ***Complete the section(s) below for the type of certificate(s) you are ordering.***

Additional information about fees for optional services, who can order, and ID requirements are on the back of this form.

FEES:

- Birth, Stillbirth, Marriage, Divorce certificate -- $23.50 for the first certificate (includes a $10.50 special handling fee) all non-refundable. Additional certificates ordered at same time are $13.00 each.
- Death certificate -- $24.50 for the first certificate (includes a $10.50 special handling fee) all non-refundable. Additional certificates ordered at same time are $14.00 each.
- If Express Service delivery is requested, current express fees will be added to the charges.
- See back for explanation of fees.

____ **Certified Photocopy***

*** See back for details**

WHO CAN ORDER?

Only immediate family members, their legal representatives, or those who demonstrate a direct property right.

IDENTIFICATION:

The person signing this request must provide a photocopy (front and back) of their current signed government issued driver's license or other current legal picture Identification with a signature. If this is not available, two other forms of current identification are required; one **MUST** have a signature. *Please send photocopies of **both sides** of the ID when mailing your request.* (additional details on ID requirements are on the back of this form)

DELIVERY METHOD:

Please specify method of delivery: ____ **Express Service** ____ **U.S. Mail** *(If neither selected, U.S. Mail will be used.)*

PLEASE PRINT

Your Name _____ Send to Name (if the same leave blank) _____

Send to: Address _____ City _____

State _____ Zip _____ Email (Required) _____

Your Signature _____ Applicant's Date of Birth _____

(Sign this request with your current name)

Your Credit Card Number _____ Expiration Date _____

Your Daytime Phone Number _____ SSN (last four digits) _____

IMPORTANT: Birth, Death, Stillbirth, Marriage or Divorce MUST have occurred in Idaho.

X *Indicate Certificate Requested:* _____**Birth** _____**Stillbirth** Available from July 1911

Please Print

Name on Certificate _____ Date of Birth _____

City of Birth _____ Your Relationship *(self, mother, etc.)* _____

Father's Full Name _____ Mother's Full Maiden Name _____

Number of Copies _____ Purpose for the Certificate _____

_____**Death** Available from July 1911

PLEASE PRINT

Name on Certificate _____ Date of Death _____

Your Relationship *(mother, son, etc)* _____ City of Death _____

Number of Copies _____ Purpose for the Certificate _____

X *Indicate Certificate Requested:* _____**Marriage** _____**Divorce** Available from May 1947

PLEASE PRINT

Husband _____ Date of Event _____

Wife (at time of event) _____ City of Event _____

Your Relationship *(self, mother, etc.)* _____

Number of Copies _____ Purpose for the Certificate _____

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 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***).