

UTAH DEPARTMENT OF HEALTH  
CENTRAL UTAH DISTRICT HEALTH DEPARTMENT  
APPLICATION FOR CERTIFIED COPY OF A DEATH CERTIFICATE

Certificates for deaths that occurred in the Central Utah area since 1979 are on file in this office. Certificates for deaths that occurred in Utah after August 1, 2006 are available on the computer.

**WARNING: It is a criminal violation to make false statements on vital records application forms or to fraudulently obtain a death certificate. Punishment may include a civil penalty of up to \$5,000.00 and up to five years in prison. Utah Code, Sections 26235, 26235.5 and 26236.**

**INSTRUCTIONS**

1. An application must be completed for each death certificate requested. ID is required of the person that signs this request. HAVE READY TO SHOW **EITHER** a state issued ID (with a signature) OR TWO other proofs (from our acceptable identification list) to obtain death certificates.
2. There is a fee of \$30.00 for each search of our files. Additional certified copies of this record ordered at the same time are \$10.00 each.
3. Send the completed application with an easily identifiable photocopy of the front and back of your ID and the required fee (checks or money orders made payable to Vital Records) to Central Utah Public Health Department, Vital Records, 70 Westview Drive, Richfield, Utah 84701. For any questions, please call (435) 8965451.
4. If the applicant does not respond to a written request from Vital Records within 90 days, Vital Records may retain all monies paid.

**IDENTIFYING INFORMATION**

FULL NAME OF DECEASED \_\_\_\_\_  
DATE OF DEATH \_\_\_\_\_  
DATE OF BIRTH OF DECEDENT \_\_\_\_\_  
PLACE OF DEATH (City) \_\_\_\_\_ (County) \_\_\_\_\_  
BIRTHPLACE OF DECEDENT (State OR County) \_\_\_\_\_  
USUAL RESIDENCE OF DECEDENT (City & State) \_\_\_\_\_  
FULL NAME OF FATHER \_\_\_\_\_  
FULL MAIDEN NAME OF MOTHER \_\_\_\_\_  
IF DECEASED WAS MARRIED, NAME OF SPOUSE. \_\_\_\_\_

**APPLICANT**

RELATIONSHIP: I am: (Please circle one) Mother    Father    Sibling    Spouse    Child    Grandparent    Grandchild  
Other (Specify) \_\_\_\_\_  
Reason for requesting certificate: \_\_\_\_\_  
Your Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Your Address \_\_\_\_\_  
(City, State & Zip) \_\_\_\_\_

NUMBER OF CERTIFIED COPIES REQUESTED  
  1   CERTIFIED COPY                    \$ 30.00 +  
\_\_\_\_\_ Additional Certified Copies (\$10.00) \$ \_\_\_\_\_  
**TOTAL FEE**                                    \$ \_\_\_\_\_

If this order is to be mailed, please PRINT the name and mailing address below  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For OFFICE USE ONLY (do not write below)**

Employee's Initials \_\_\_\_\_ PAID: Check    Cash    Money Order    Credit Card \_\_\_\_\_

**UTAH DEPARTMENT OF HEALTH  
OFFICE OF VITAL RECORDS AND STATISTICS  
FEE SCHEDULE EFFECTIVE JULY 1, 2020**

Search and issuance of certified copy of certificates of <b>death, fetal death</b> or certificate of search 1973 to the present:	\$ 30.00
<b>Death Amendments</b> to correct information after one year of event .....	\$ 5.00
<b>Duplicate copies</b> requested with initial search:	\$ 10.00
<b>Burial Transit</b> Permit:	\$ 7.00

<b><u>SPECIAL HANDLING FEES</u></b>	
(in addition to the fees listed above)	
<b>Death certificate replacement fee</b> (Per copy within 90 days)	\$ 3.00
<b>Credit card orders</b> .....(1.5%-2.5% convenience fee)	
<b>Expedite fee</b> for 24 hour service	\$ 15.00

**Acceptable Identification List to Obtain Certified Documents**

Identification is now required for the purchase of a Utah birth or death certificate. Mailed requests must include an enlarged and easily identifiable photocopy of the back and front of your identification from the list below. If no proofs are enclosed, your application will be returned. Each Check (✓) represents a separate category.

**PRIMARY**

**At least 1 of the following:**

- ✓ Government Issued Photo Driver License
- ✓ Government Issued Photo Identification Card
- ✓ Government issued Work ID
- ✓ Employment Card
- ✓ U.S. Military Identification Card
- ✓ Tribal Identification Card
- ✓ Pilot License
- ✓ Alien Registration Card
- ✓ Permanent Resident Card
- ✓ Temporary Resident Card
- ✓ U.S. Passport or Foreign Passport
- ✓ US Certification of Naturalization
- ✓ Certificate of U.S. Citizenship
- ✓ U.S. Citizenship Identification Card
- ✓ Matricula Consular Card
- ✓ Concealed Weapon Permit
- ✓ Mexican Voter Registration Card
- ✓ Jail/Prison Release Form (with picture)

**SECONDARY**

**Or at least 2 of the following:**

- ✓ Work Identification/Paycheck/W2
- ✓ School, University or College ID Card
- ✓ Voter Registration Card
- ✓ Social Security Card
- ✓ US Military Separation/DD214
- ✓ Motor Vehicle Registration/Title
- ✓ Marriage License (not issued by Vital Records)
- ✓ Court Order or Court Documents
- ✓ Jail/Prison Documents
- ✓ Veterans Universal Access ID Card
- ✓ Selective Service Card
- ✓ Hunting/Fishing License
- ✓ Insurance Cards or Documents
- ✓ Business License
- ✓ Professional License
- ✓ Medicare Card
- ✓ Property Tax Receipt
- ✓ Probation Documents
- ✓ Utility Bill

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification, to request the certificate. Proof of relationship may also be required, such as a birth, birth or marriage certificate.

**Street Addresses:**

- Sevier: 70 Westview Drive, Richfield
- Juab: 160 North Main, Nephi
- Piute: Courthouse, Junction
- Wayne: 18 South Main, Loa
- West Millard: 428 E Topaz Blvd #D, Delta
- East Millard: 40 N 400 W, Fillmore

South Sanpete: 40 W 200 N, Manti