

**CREDIT CARD ONLY – RUSH REQUEST**  
**IDAHO VITAL STATISTICS CERTIFICATE REQUEST**

PO Box 83720 • Boise, ID 83720-0036 • (208) 334-5988 • [www.healthandwelfare.idaho.gov](http://www.healthandwelfare.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 is on the back of this form.

**FEES:**

- \$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.
- If FedEx delivery is requested, current FedEx fees will be added to the charges.

\_\_\_\_ 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 of their current driver's license or other current legal picture identification with a signature. If this is not available, two other forms of identification are required; one **MUST** have a signature. Please send photocopies of **both sides** of the ID when mailing your request.

**DELIVERY METHOD:** (OFFICE PROCESSING TIME: ■ FedEx-2 days ■ Regular Mail – 5 to 7 business days)

Please specify method of delivery: \_\_\_\_ **FedEx (or)** \_\_\_\_ **U.S. Mail** (If none 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.**

We have birth, death and stillbirth certificates since July 1911, marriage and divorce certificates since May 1947.

**Birth**

**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 \_\_\_\_\_

Indicate Certificate Requested: \_\_\_\_\_ **Death** \_\_\_\_\_ **Stillbirth**

**PLEASE PRINT**

Name on Certificate \_\_\_\_\_ Date of Death \_\_\_\_\_

Your Relationship (mother, son, etc.) \_\_\_\_\_ City of Death \_\_\_\_\_

**Number of Copies** \_\_\_\_\_ Purpose for the Certificate \_\_\_\_\_

Indicate Certificate Requested: \_\_\_\_\_ **Marriage** \_\_\_\_\_ **Divorce**

**PLEASE PRINT**

Husband \_\_\_\_\_ Date of Event \_\_\_\_\_

Wife \_\_\_\_\_ City of Event \_\_\_\_\_

Your Relationship (self, mother, etc.) \_\_\_\_\_

**Number of Copies** \_\_\_\_\_ Purpose for the Certificate \_\_\_\_\_

**FEES: Effective July 1, 2002**

- **CERTIFICATES (each):** \$13.00 (*Certificates are certified computer-generated copies and valid for all legal purposes.*)
- **LEGAL AMENDMENT FEE:** \$13.00 (*Includes filing/processing paternity/adoption actions, court ordered name changes, and filing delayed certificates*) Certificates are an additional \$13.00 each.
- **CREDIT CARD FEES:** \$23.50 (*For the first copy, includes \$10.50 special one time handling fee*) Non-refundable.
  - ♦ **A CERTIFIED PHOTOCOPY** (*not computer generated*) of a certificate can be ordered for \$28.50. Additional certified photocopies of the **same** certificate ordered at the same time are \$13.00 each.

**BIRTH** certificates are legally confidential in Idaho for **100 years**.

**DEATH, STILLBIRTH, MARRIAGE** and **DIVORCE** certificates are legally confidential in Idaho for **50 years**.

**WHO CAN ORDER:** Vital Records Are Legally Confidential (*Title 39, Chapter 2, Idaho Code*)

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:** ■ Spouse ■ Parent ■ Child ■ Sibling ■ Grandparent ■ Grandchild

**NOTE:** Proof of relation may be required. Step-relatives, in-laws, great grandparents, aunts, uncles, cousins, etc. are not immediate family, as defined by Idaho Statute.

The person signing this request must provide a photocopy of their driver's license or other legal picture identification with a signature. If this is not available, two other forms of identification are required; one **MUST** have a signature. (*Please send photocopies of **both sides** of the ID when mailing your request.*)

**IDENTIFICATION:** Identification Is Required

**SUGGESTED ID LIST**

**Picture ID-with a signature:**

- ↓
- Driver's License
  - State ID Card
  - Passport
  - Military ID Card
  - Tribal ID Card

**OR Two Forms of ID-one MUST have a signature:**

- ↓
- Social Security Card
  - Work ID Card
  - Car Registration/Insurance
  - Doctor/Medical Record
  - Fishing License
  - Canceled Check  
*(not a voided check)*
  - Utility Bill  
*(with current address)*
  - Voter Registration Card
  - Credit/Debit/ATM Card
  - School ID Card
  - Library Card
  - Insurance Record
  - Pay Stub
  - Traffic/Pawn Ticket
  - Court Record
  - Year Book

**OR**

- ↓
- Notarized letter (*you must present the original letter, not a photocopy or faxed copy*)
  - Have an immediate family member (*that has ID*) order it.

**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.

**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*).