



HOW DO I ADD A NATURAL (BIOLOGICAL) FATHER TO AN IDAHO BIRTH CERTIFICATE WITH A VOLUNTARY ACKNOWLEDGMENT OF PATERNITY?

Paternity of a child may be established if the natural parents complete and file a voluntary acknowledgment of paternity. After paternity is established, the father's information may only be removed by a court of law. Do not sign the voluntary acknowledgment if you are uncertain of paternity of the child.

If the mother of a child born in the state of Idaho is **not married** at the time of conception, birth, or anytime between the conception and birth of the child, the biological father's information can be entered on the birth certificate upon receipt of a properly completed Acknowledgment of Paternity Affidavit signed by the mother and the biological father in the presence of a notary public.

Per Idaho state law, if the mother of a child born in the state of Idaho is **married** at the time of conception, birth, or anytime between the conception and birth, her husband is the legal father and his information must be entered on the birth certificate unless this office receives a properly completed Acknowledgment of Paternity Affidavit signed in the presence of a notary public by the biological parents and the legal father (husband) stating that he is not the biological father of the child. Upon receipt of this affidavit, the biological father's information can be entered on the birth certificate.

The Acknowledgment of Paternity Affidavit can be completed at the birth facility at the time of the child's birth, or it can be obtained from:

- Hospitals and birthing facilities
- Local offices of Idaho Child Support Services
- By contacting this office at IVRLA@dhw.idaho.gov or 208-334-5980, we will mail the form to you

If any party cannot be located or refuses to sign the Acknowledgment of Paternity Affidavit, it will be necessary to provide a court order that; (1.) determines paternity of the child or (2.) excludes the legal father (husband) as the biological father.

If a court of law has made a determination regarding paternity of the child, including orders that exclude the legal father (husband) as the biological father, please contact us at IVRLA@dhw.idaho.gov or 208-334-5980 to ask for information regarding filing a Court Determination of Paternity.

If the natural parents of the child have married **after** the birth of the child and the mother was not married to anyone at the time of conception, birth, or anytime between the conception and birth of the child, the **biological** parents can complete an Acknowledgment of Paternity and Subsequent Marriage Affidavit. This form will allow the biological father's information to be entered and allow the mother's married surname to be reflected on the birth certificate. If the mother was married to someone other than the biological father at the time of conception, birth, or anytime between conception and birth of the child, a three-party Acknowledgment of Paternity Affidavit (described above) or court order that excludes the legal father (husband) is required to be filed before filing this document. A certified copy of the marriage certificate is required to file the form unless the marriage occurred in the state of Idaho.

Idaho law states upon proper application, a new birth certificate may be prepared reflecting the child's name immediately assumed or assigned after the marriage of the natural parents.



HOW DO I ADD A NATURAL (BIOLOGICAL) FATHER TO AN IDAHO BIRTH CERTIFICATE WITH A VOLUNTARY ACKNOWLEDGMENT OF PATERNITY?

The Acknowledgment of Paternity and Subsequent Marriage Affidavit can be obtained by contacting this office at IVRLA@dhw.idaho.gov or 208-334-5980, we will mail the form to you.

NOTE: FURNISHING FALSE OR FRAUDULENT INFORMATION AFFECTING A CERTIFICATE IS A FELONY AND MAY BE PUNISHABLE BY A FINE OF NOT MORE THAN FIVE THOUSAND DOLLARS (\$5,000) OR IMPRISONMENT OF NOT MORE THAN FIVE (5) YEARS, OR BOTH

Provide a signed written request to process the paternity acknowledgment along with current identification of the person who signs the request. Your request also needs 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 the biological father's full name
- Your relationship to the person(s) named on the certificate
- Your return address
- Your daytime telephone number

There is a \$20.00 legal amendment fee to file a paternity action. The legal amendment fee does not include a certified copy of the certificate. Certified copies of the birth certificate are \$16.00 each. To request the legal action and order certificates, please complete the application included in this packet.

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.

The Idaho Bureau of Vital Records and Health Statistics does not have a public counter. Please mail your request to our post office box:

VITAL RECORDS
P.O. BOX 83720
BOISE, ID 83720-0036

This office cannot update a birth certificate with a copy of genetic testing (DNA) results.

If you are the natural (biological) father of a child and wish to register a claim of paternity, you may request to have your name placed on the Putative Father Registry. This form can be obtained on our website, healthandwelfare.idaho.gov/vitalrecords. There is a \$10.00 registration fee to place your name on the registry. This form DOES NOT place the putative father's information on the birth certificate. If you are unable to print the form, it can be obtained by contacting this office at IVRLA@dhw.idaho.gov or 208-334-5980, we will mail the form to you



IDAHO VITAL RECORDS LEGAL ACTION REQUEST FORM CERTIFICATE CHANGES AND DELAYED RECORD FILINGS BIRTH

**!THIS FORM SHOULD ONLY BE USED FOR REQUESTING A CHANGE TO A CERTIFICATE OR FILING A DELAYED RECORD!
 WARNING:** False application for a certified copy of a vital record is a felony punishable by Title 39, Chapter 2, **Idaho Code**.

APPLICANT INFORMATION - ITEMS IN RED* ARE REQUIRED					
<input type="checkbox"/> MAIL ORDER TO APPLICANT ADDRESS			<input type="checkbox"/> MAIL ORDER TO OTHER NAME/ADDRESS		
APPLICANT NAME - FIRST*	APPLICANT NAME - LAST*	MAIL TO NAME - FIRST	MAIL TO NAME - LAST		
APPLICANT STREET ADDRESS*			MAIL TO STREET ADDRESS		
APPLICANT CITY*	APPLICANT STATE*	APPLICANT ZIP CODE*	MAIL TO CITY	MAIL TO STATE	MAIL TO ZIP CODE
APPLICANT DAYTIME CONTACT PHONE NUMBER*			APPLICANT EMAIL ADDRESS*		

Sign this request. Include a copy of both sides of applicant's picture ID with your payment. (See page 2 for ID information)

APPLICANT SIGNATURE*: ~~X~~ _____

CERTIFICATE INFORMATION		
Number of ____ Certified Copies (computer generated)	Number of ____ Certified Photocopies (exact image)	
DATE OF BIRTH	CITY OF BIRTH IN IDAHO	STATE OF BIRTH IDAHO
FIRST NAME ON CERTIFICATE	MIDDLE NAME ON CERTIFICATE	LAST NAME ON CERTIFICATE

<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH

APPLICANT'S RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (CHOOSE ONE)
DOCUMENTARY PROOF OF RELATIONSHIP MAY BE REQUIRED FOR THE FOLLOWING:
<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Grandchild <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent
DOCUMENTARY PROOF OF RELATIONSHIP WILL BE REQUIRED FOR THE FOLLOWING: - Include with order
<input type="checkbox"/> Attorney <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Government Agency <input type="checkbox"/> Other (Specify):

CHANGE(S) TO THE CERTIFICATE AND ORDER TOTALS	
<input type="checkbox"/> Correction** - made within the first year (No Charge) <input type="checkbox"/> Correction** - made after the first year \$20.00 **see back of form to enter correction information <input type="checkbox"/> Exchange (Corrections only)** \$5.00 each <input type="checkbox"/> Court Ordered Name Change \$20.00 <input type="checkbox"/> Paternity \$20.00 <i>Number of exchanges requested: _____</i>	
<input type="checkbox"/> Adoption \$20.00 <input type="checkbox"/> Surrogacy \$20.00 <input type="checkbox"/> Gender Change \$20.00 <input type="checkbox"/> Delayed Filing of a Record \$25.00	\$
Total number of certificates ordered: ____ at \$16.00* each plus change(s) to certificate	\$
Need RUSH service? <input type="checkbox"/> YES if checked, enclose additional \$25.00* and write RUSH on envelope	\$
TOTAL AMOUNT DUE	\$

Mail completed form and payment to:
 IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720-0036
 For questions see our website or email IVRLA@dhw.idaho.gov



IDAHO VITAL RECORDS LEGAL ACTION REQUEST INFORMATION

CERTIFICATE CHANGES AND DELAYED RECORD FILINGS

BIRTH

PLEASE READ THIS INFORMATION CAREFULLY. FAILURE TO DO SO COULD CAUSE A SIGNIFICANT DELAY IN PROCESSING.

A letter will be sent if the certificate you order cannot be located. The \$16.00 search fee will not be refunded per IDAPA 16.02.08 251 02.

Complete this request form and mail it to: IDAHO VITAL RECORDS, PO BOX 83720, BOISE, ID 83720. Remember to sign your request. Enclose the correct fees and a copy of *both sides* of your signed picture ID.

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"> • Driver's License • State ID card • Passport • Tribal ID card • Concealed Weapons Permit • Prison ID card 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Matricula card with signature • Insurance record • Auto insurance • Driver Permit • Pay stub • Hunting/Fishing license • Passport card
		<ul style="list-style-type: none"> • 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 relationship may be required)

CORRECTION INFORMATION			
	Description of Item on the Certificate	Incorrect Information (as currently shown on the certificate)	Corrected Information (how it should be shown on the certificate)
EXAMPLE	<i>Mother's Last Name at Birth</i>	<i>Smithe</i>	<i>Smith</i>
Item #1			
Item #2			
Item #3			
Item #4			
Item #5			

FOR CORRECTIONS ONLY:

You will be mailed additional information and forms to make the changes requested. A \$20.00 fee will be charged for changes made more than one year after the event. Previously issued certificates may be exchanged for \$5.00 each within 60 days of a completed correction.

CERTIFICATE FEES

\$16.00 for each certified copy or search for a vital record. A Certified Copy is computer generated and is valid for most legal purposes. A Certified Photocopy is an exact image of the record on file in our office, and is valid for most legal purposes.

LEGAL ACTION RUSH FEES

\$25.00 one-time charge to RUSH this order. Write **RUSH** on the outside of your envelope.

SHIPPING

There is no shipping charge for regular mail delivery via US mail. If you need faster shipping, include a self-addressed prepaid express envelope with your order. Certificates cannot be sent via email or fax.

PROCESSING TIMES

For current processing times, visit healthandwelfare.idaho.gov/vitalrecords. Most orders take 1-3 weeks to complete once received in our office. Most RUSH orders take 5-7 days once received in our office. **Current workload, staffing levels, missing or incomplete application information, or unresolved legal issues affecting certificates may impact actual processing times**

SPECIAL HANDLING FEE FOR APOSTILLE

If you want us to send your certificate and completed apostille application to the Idaho Secretary of State, please visit healthandwelfare.idaho.gov/vitalrecords or call 208-334-5980 for instructions **BEFORE** sending the \$10.00 special handling fee.

Make your SIGNED 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.**