



INSTRUCTIONS - NO FEE IDAHO BIRTH CERTIFICATE NEEDED FOR ESTABLISHING IDENTIFICATION WITH IDAHO TRANSPORTATION DEPARTMENT

As of July 1, 2022, individuals experiencing homelessness who were born in Idaho can apply for a one-time waiver of the \$16.00 fee for an Idaho birth certificate needed to establish identification with the Idaho Transportation Department (ITD). To qualify for the waiver, the individual must present a copy of the notarized verification of homelessness (Relief Agency or Shelter Certification) form 3530 required by ITD for their no-fee identification program. The ITD form must have been notarized within the last 30 days to qualify for the free birth certificate. **This fee waiver DOES NOT apply for establishing identification in other states or countries.**

Summary Instructions:

1. Read all information in this packet before completing the application.
2. The certificate application information may be filled out online and printed or entered by hand. If entering the information by hand, use blue or black ink and make sure the information is neat and can be read.

Mail the completed application and notarized verification of homelessness to:

IDAHO VITAL RECORDS
PO BOX 83720
BOISE, IDAHO 83720-0036

Who can apply for a free Idaho Birth Certificate?

Individuals born in Idaho who are experiencing homelessness may receive one certified copy of their birth certificate at no charge for the purpose of establishing identification with the Idaho Transportation Department (ITD). This program includes minor children born in Idaho to parents experiencing homelessness who are applying with ITD for state issued identification for their children. The fee waiver does not apply for establishing identification in other states or countries.

Can I get a free Idaho marriage or divorce certificate?

No, the fee waiver does not apply to certified copies of marriages or divorces. Idaho Vital Records is the only entity that issues certified copies of Idaho birth certificates required to establish identification with the Idaho Transportation Department. Certified copies of marriage and divorce certificates are only necessary if the name you are using now does not match your birth certificate. If you were married or divorced in the State of Idaho, copies are also available at the county that issued the marriage license or granted the divorce.

How do I get the free copy of the birth certificate?

To order a certified copy of the Idaho birth certificate, fill out the IDAHO VITAL RECORDS CERTIFICATE REQUEST form. It is at the end of this packet. Carefully review the information on the back of the form to ensure that it is filled out completely. A photocopy of the notarized verification of homelessness (Relief Agency or Shelter Certification) form ITD 3530 dated within the last 30 days is required.

Mail the following items to PO BOX 83720, BOISE, ID 83720-0036:

- Completed request form
- Acceptable Identification (see list on the request form) **OR** completed Notary Acknowledgment Form
- Relief Agency or Shelter Certification form ITD 3530

If all required items are not included, the request for the certificate will be significantly delayed.



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How long will it take to get the free certificate?

Processing times are subject to variation and incomplete orders will be significantly delayed. Applicants can visit our website at healthandwelfare.idaho.gov/vitalrecords to see current processing times. Normally, you can anticipate about a two to three-week turnaround time. Requests are processed in the order they are received in the Bureau. For those who need a quicker turnaround on their application, they may choose to pay a RUSH fee (\$10.00) to expedite the application. These typically have a three to five-day turnaround time. The RUSH fee cannot be waived if choosing expedited service.

What is the process if I am a parent requesting my child's Idaho birth certificate for the purpose of establishing their Idaho state-issued identification?

A parent that is listed on a minor child's birth certificate may apply for certified copies needed for the ITD no-fee identification program. To order a certified copy of the Idaho birth certificate, fill out the IDAHO VITAL RECORDS CERTIFICATE REQUEST form. It is at the end of this packet. Carefully review the information on the back of the form to ensure that it is filled out completely. A photocopy of the notarized verification of homelessness (Relief Agency or Shelter Certification) form ITD 3530 signed by the child in the presence of a notary is required. A photocopy of the parent's notarized verification of homelessness (Relief Agency or Shelter Certification) form ITD 3530 dated within the last 30 days, or other acceptable identification of the parent is required.

Mail the following items to PO BOX 83720, BOISE, ID 83720-0036:

- Completed request form
- Acceptable Identification (see list on the request form) **OR** completed Notary Acknowledgment Form
- Relief Agency or Shelter Certification form ITD 3530

If all required items are not included, the request for the certificate will be significantly delayed.

I am experiencing homelessness, but I was not born in Idaho. Can I use these forms to apply for a free birth certificate?

The Idaho Bureau of Vital Records and Health Statistics only has certificates of births that occurred in the State of Idaho. Please visit <https://www.cdc.gov/nchs/w2w/index.htm> for a list of other state's vital records office contact information. You will need to contact the state you were born in to see if they have a fee waiver program.

My free certificate was lost or stolen. Can I apply for another free certificate?

The fee for an Idaho birth certificate may only be waived *one time*. Subsequent copies will be subject to normal fees. IDAPA 16.02.08 (251) (06).

Who do I contact if I have more questions?

- healthandwelfare.idaho.gov/vitalrecords for forms and general certificate ordering information.
- ivr@dhw.idaho.gov to email questions to the Bureau of Vital Records and Health Statistics.
- 208-334-5980 to contact a vital records customer service representative.
- <https://itd.idaho.gov/> for information about applying for Idaho identification.



IDAHO VITAL RECORDS CERTIFICATE REQUEST FORM BIRTH

!If you are requesting any type of change to the certificate, please use form Idaho Vital Records Certificate Request - Legal Action!
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 (Available from 1911)		
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):

PURPOSE FOR ORDERING THE CERTIFICATE (CHOOSE ONE)
<input type="checkbox"/> ID/Passport <input type="checkbox"/> Personal Records/Use <input type="checkbox"/> School/Sports <input type="checkbox"/> Legal Purposes <input type="checkbox"/> Insurance/Benefits <input type="checkbox"/> Family History
<input type="checkbox"/> Estate Settlement <input type="checkbox"/> Pending Adoption <input type="checkbox"/> Other (Specify):

ORDER TOTALS	
Total number of certificates ordered: ____ at \$16.00* each	\$
Need RUSH service? <input type="checkbox"/> YES if checked, enclose additional \$10.00* 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 IVR@dhw.idaho.gov



IDAHO VITAL RECORDS CERTIFICATE REQUEST INFORMATION

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 83720-0036. Remember to sign your request. Enclose the correct fees and a copy of *both sides* of your signed picture ID.

To order online through VitalChek, please see our website at healthandwelfare.idaho.gov/vitalrecords. *Additional charges will apply.* All credit card orders are processed through VitalChek.

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 (see below) • 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)

If you are unable to provide any of the above approved identification, take this completed form to a Notary Public to complete and sign below:

This instrument was signed or acknowledged before me in the County of _____, State of _____ on _____ Date
 by _____,
Printed name of applicant below

Whose identity is either personally known to me or was proven to me through acceptable documentary evidence to be signer below; and they acknowledge to me that they executed this signature for purpose of obtaining a certificate from the Idaho Bureau of Vital Records and Health Statistics.

Applicant Signature:		Notary Stamp/Seal
Notary Signature:		
Residing at:		
My commission expires:		

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.

RUSH FEES

\$10.00 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 or order tracking, order online through vitalchek.com. *Additional charges will apply.* 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.**



Certificate of Acknowledgment

State of _____

County of _____

This instrument was signed or acknowledged before me on _____/_____/20_____
(Day) (Month) (Year)

by, _____,
(printed name of applicant below)

- Who is personally known to me
- Whose identity was proven to me through acceptable documentary evidence to be signer below

And they acknowledge to me that they executed this signature for purpose of obtaining a certificate for _____ from the Idaho Bureau of Vital Records and Health Statistics.
(name on certificate)

Applicant's Signature: _____

Mailing Address: _____

City, State, ZIP: _____

Daytime telephone number: _____

Notary Public!! You are responsible for positively identifying the applicant. Do not complete the notarization unless you have verified and are certain of the signer's identity.

Notary Signature: _____ (Seal)

Residing at: _____

My commission expires: _____