



When an adoption is filed in this office, the original birth certificate is placed in a sealed file as stated in 39-258, Idaho Code. The original certificate can only be released in two ways:

1. Upon receipt of a court order from an **Idaho Court**
2. As allowed in Section 39-259A (F) Idaho Code (**Voluntary Adoption Registry**)

If I was not born in Idaho, but was adopted in Idaho, will I be able to obtain my original, pre-adoption birth certificate?

No. The Idaho Bureau of Vital Records does not maintain pre-adoption birth records or any other information for individuals not born in Idaho. Please contact the Vital Records office in the state of birth.

1. What is needed in a court order?

A court order for the release of information from an Idaho sealed file must:

- Be an original certified copy issued by an Idaho Court and identify the child by their adoptive name and date of birth
- Specifically direct the Idaho Bureau of Vital Records to release copies of documents from the sealed file and what documents are to be released
- State how many copies of each document are to be released and to whom they are to be released

Certified copies of court documents will contain the file date, the original court seal, and the court clerk's original signature.

How do I submit an Idaho court order to open a sealed file?

Once you obtain a court order from an Idaho Court, send a certified copy of the court order with a signed certificate request form (included in this packet) to process the court order. Please complete the entire certificate request form. Be sure to include payment and a copy of the identification of the person who signs the request.

Orders with unsigned payments, unsigned applications, or incomplete copies of identification that do not clearly show the signature and expiration date will not be processed. A letter will be sent asking for the missing information which will double the processing time.

Any certificates and/or documents released from the sealed file will contain a statement that they are not for official use and provide the statute or court order information that allowed their release.

Is there a fee?

Yes. The cost to search for a sealed file is \$16.00 even if one is not located. If the court order states that multiple copies of the original birth certificate are to be issued, there is a fee of \$16.00 for each copy released from the sealed file.

2. The Voluntary Adoption Registry may allow us to release **one copy** of the original birth certificate for \$16.00. Please see the Voluntary Adoption Registry link on our website at healthandwelfare.idaho.gov/services-programs/birth-marriage-death-records/registries for complete information on submitting the Voluntary Adoption Registration and Consent Form.

Who do I contact if I have more questions?

- healthandwelfare.idaho.gov/vitalrecords for forms and general ordering information
- ivrla@dhw.idaho.gov to email questions to the Idaho Bureau of Vital Records and Health Statistics
- 208-334-5980 once in the phone menu, select option 4
- Mail your request to:
IDAHO VITAL RECORDS
ATTN; LEGAL AMENDMENTS
PO BOX 83720
BOISE IDAHO 83720-0036



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.**