



## HOW DO I REQUEST A SEARCH OF THE PUTATIVE FATHER REGISTRY OR ABANDONED CHILD REGISTRY PURSUANT TO §16-1513 IDAHO CODE?

Parties who are entitled to request a certificate of search of the registries include:

- Immediate family members of the child, which includes: the child's mother and her parents (maternal grandparents), the father listed on the child's birth certificate and his parents (paternal grandparents), and adult siblings of the child. If the parental rights of the mother or father listed on the birth certificate have been terminated by a court of law, they are no longer entitled to the information
- The child's custodian or legal guardian (proof of custody or legal guardianship is required)
- The legal representative\* of the child
- The legal representative\* of the mother or father listed on the birth certificate, unless their parental rights have been terminated by a court of law
- The legal representative\* of a person petitioning to become the custodian, legal guardian, or adoptive parent of the child
- Parties who have been authorized to receive the information by order of an Idaho court
- A putative father may request a search to confirm if his own registry form was received

Complete the registry search request in this packet. Missing or incomplete information will delay your request. The requestor must state their relationship\*\* to the child and provide a copy of their identification\*\*\*

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

Please note there is a \$16.00 fee to conduct each search. If you are requesting a search of both registries, **enclose a check or money order in the amount of \$32.00**

\*If you are an attorney requesting the search, you may provide a signed request on your firm's letterhead and include a statement that tells us who you represent and their relationship to the child instead of the registry search request.

\*\*Proof of relationship or documentation establishing the requestor's entitlement to the information may be required.

\*\*\*Please visit our website [healthandwelfare.idaho.gov/vitalrecords](https://healthandwelfare.idaho.gov/vitalrecords) for a list of acceptable identification.



**IDAHO VITAL RECORDS REGISTRY SEARCH REQUEST  
 PUTATIVE FATHER/ABANDONED CHILD REGISTRY  
 PURSUANT TO §16-1513 IDAHO CODE**

**WARNING:** False application for vital record information 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)		
<input type="checkbox"/> PUTATIVE FATHER REGISTRY SEARCH	<input type="checkbox"/> ABANDONED CHILD REGISTRY SEARCH	<input type="checkbox"/> SEARCH BOTH REGISTRIES
*Each search will produce one Certificate of Search unless specifically requested		
DUE DATE/DATE OF BIRTH	CITY, COUNTY, OR LOCATION OF BIRTH	STATE OF BIRTH
CHILD'S FIRST NAME	CHILD'S MIDDLE NAME	CHILD'S LAST NAME

<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME BEFORE FIRST MARRIAGE
<input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER			
FIRST NAME	MIDDLE NAME	LAST NAME	LAST NAME BEFORE FIRST MARRIAGE

APPLICANT'S RELATIONSHIP TO THE PERSON NAMED ON THE CERTIFICATE (CHOOSE ONE)
DOCUMENTARY PROOF OF RELATIONSHIP <b>MAY</b> BE REQUIRED FOR THE FOLLOWING: <input type="checkbox"/> Parent <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Maternal Grandparent <input type="checkbox"/> Paternal Grandparent
DOCUMENTARY PROOF OF RELATIONSHIP <b>WILL</b> 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 REQUESTING THE SEARCH (CHOOSE ONE)
<input type="checkbox"/> Pending Adoption <input type="checkbox"/> Legal Purposes <input type="checkbox"/> Other (Specify):

ORDER TOTALS	
Total number of Certificates of Search ordered: _____ at \$16.00* each	\$
Need RUSH service? <input type="checkbox"/> YES if checked, enclose additional \$10.00* and write RUSH on envelope	\$
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

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](mailto:IVRLA@dhw.idaho.gov)



**IDAHO VITAL RECORDS REGISTRY SEARCH REQUEST  
 PUTATIVE FATHER/ABANDONED CHILD REGISTRY  
 PURSUANT TO §16-1513 IDAHO CODE**

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

A certified letter will be sent with details of the search you requested. The \$16.00 search fee will not be refunded per IDAPA 16.02.08 251.02.

Complete this search request 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.

**APPROVED IDENTIFICATION LIST**

<b>Current Government Issued Picture Identification with a Signature</b>	<b>OR Two Forms of CURRENT ID - One MUST have a Signature</b>	<b>OR</b>
<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• State ID card</li> <li>• Passport</li> <li>• Tribal ID card</li> <li>• Concealed Weapons Permit</li> <li>• Prison ID card</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Card with signature</li> <li>• Work ID card with picture or signature</li> <li>• Auto registration with signature</li> <li>• Traffic ticket with signature</li> <li>• Court record with signature</li> <li>• College/School ID with picture</li> </ul>	<ul style="list-style-type: none"> <li>• Matricula card with signature</li> <li>• Insurance record</li> <li>• Auto insurance</li> <li>• Driver Permit</li> <li>• Pay stub</li> <li>• Hunting/Fishing license</li> <li>• Passport card</li> </ul>
		<ul style="list-style-type: none"> <li>• Notarized signature on the request (see below)</li> <li>• 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)</li> </ul>

**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 registry search from the Idaho Bureau of Vital Records and Health Statistics.

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

**ELIGIBLE APPLICANTS**

The following list are parties who may be entitled to request a certificate of search of the registries: Immediate family members of the child, which include the child's mother, father, maternal/paternal grandparents\* and adult siblings, the child's custodian or legal guardian, the legal representative of the child, the legal representative of the mother or father listed on the birth certificate\*, the legal representative of a person petitioning to become the custodian, legal guardian, or adoptive parent of the child, parties who have been authorized to receive the information by order of an Idaho court, or a putative father may request a search to confirm if his own registry form was received. (\* If the parental rights of the mother or father on the birth certificate have been terminated by a court of law, they are no longer entitled to the information).

**SEARCH FEES**

**\$16.00** for each certified Certificate of Search.

**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. Search results cannot be sent via email or fax.

**PROCESSING TIMES**

For current processing times, visit [healthandwelfare.idaho.gov/vitalrecords](http://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.**

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.**