

## **Introduction**

During the 2018 General Legislative Session, Utah lawmakers approved SB 196: Homeless Identification Documents. Senate Bill 196 amends Utah Code 26-2-12.6 which requires that state and local vital records offices in Utah waive the \$22 initial birth certificate fee for homeless individuals if certain criteria are met. The Utah Department of Health, Office of Vital Records and Statistics (OVRS) and local health departments will begin processing requests for fee waivers on Tuesday, May 8, 2018. Answers to frequently asked questions about the fee waiver are provided below.

### **1. Who is eligible to apply for a birth certificate fee waiver?**

An individual is eligible to apply for the fee waiver if they are homeless as defined in Utah Code 26-18-411, Utah Code 35A-5-302, or if they are an individual whose primary nighttime residence is a location that is not designed for or ordinarily used as a sleeping accommodation for an individual. Utah Code 26-18-411 defines a homeless person as an individual who is chronically homeless and it includes someone who was chronically homeless and is currently living in supported housing for the chronically homeless. Utah Code 35A-5-302 defines a homeless person as an individual whose primary nighttime residence is a permanent housing, permanent supportive, or transitional facility.

To be eligible for the waiver, a homeless individual must submit to the vital records office a "Verification of Homeless Status to Waive Fee for Utah Birth Certificate or Identification Card" form. A representative of an approved Homeless Service Provider facility or agency verifies to the vital records office that an applicant qualifies for the fee waiver.

### **2. How can a homeless individual obtain a free birth certificate?**

There are 3 ways that a homeless individual can order a free birth certificate: online, by mail, or in-person at a local vital records office. Instructions for each method of ordering are provided below:

- a. Online: A homeless individual must have an approved facility or agency assisting them that has a subscriber account set up with SILVER, Utah's web-based system for ordering of birth certificates. The following steps must be taken in order to submit an order online:
  1. A representative of the facility or agency with a SILVER subscriber account submits the request online at [silver.health.utah.gov](http://silver.health.utah.gov) and records the SILVER order number provided.
  2. Copies of the "Verification of Homeless Status to Waive Fee for Utah Birth Certificate or Identification Card" form is scanned
  3. Acceptable identification documents of the homeless individual are scanned
  4. Email form and ID to [vrequest@utah.gov](mailto:vrequest@utah.gov) with the SILVER order number identified in the subject of the email.
  5. If all application requirements are met, a birth certificate will be mailed within two weeks to the mailing address provided online.
- b. Mail: The following documents must be mailed to the Office Of Vital Records and Statistics for a homeless individual to order a free birth certificate by mail. If all application requirements are met, a birth certificate will be mailed within 2 weeks to the mailing address provided in the application.

1. A birth certificate application available from [vitalrecords.utah.gov](https://vitalrecords.utah.gov).
  2. [Acceptable identification](#) of the homeless individual
  3. A copy of the ["Verification of Homeless Status to Waive Fee for Utah Birth Certificate or Identification Card" form](#).
- c. **In-Person:** A homeless individual can order a free birth certificate in-person by visiting any local vital records office located in Utah. A list of locations of vital records offices can be found at <https://vitalrecords.utah.gov/utah-health-districts>. Bring the following documents:
1. A birth certificate application available from [vitalrecords.utah.gov](https://vitalrecords.utah.gov).
  2. [Acceptable identification](#) of the homeless individual
  3. A copy of the ["Verification of Homeless Status to Waive Fee for Utah Birth Certificate or Identification Card" form](#).
- 3. What Homeless Service provider agencies are approved to verify homeless status?**  
A representative of an approved Homeless Service Provider facility or agency must verify to the vital records office that an applicant qualifies for the fee waiver. [Click here for the approved provider list](#).
- 4. How can a Homeless Services facility or agency get on the approved list?**  
A representative of the agency [may apply at this link](#).
- 5. What is the OVRS mailing address?**  
Utah Department of Health, Office of Vital Records and Statistics, PO Box 141012, Salt Lake City, UT 84114-1012
- 6. What forms of identification must be submitted to a vital records office by individuals requesting free birth certificates?**  
Individuals requesting birth certificates must submit acceptable identification in order to prove that they are entitled to the birth certificate that they have requested. Acceptable identification includes one primary form of identification or at least two secondary forms of identification.  
Primary forms of identification include a government issued driver's license or government issued photo identification. Secondary forms of identification include a social security card and a court order. A complete list of acceptable primary and second forms of identification can be found at <https://vitalrecords.health.utah.gov/wp-content/uploads/ID-list.pdf>
- 7. To order birth certificates online, how can a facility or agency set up an organization subscriber account in SILVER?**  
To set up an organization subscriber account for your facility or agency, visit <https://secure.utah.gov/vitalrecords/organizations.html>.
- 8. Where can an individual born outside of Utah obtain a copy of their birth certificate?**  
The Utah Department of Health only has birth certificates for individuals born in Utah. If you were born outside Utah, you must order your birth certificate from the state or country where you were born.
- 9. Do separate fee waiver forms need to be completed to request fee waivers for multiple members of the same family?**  
Yes. It is necessary to complete a separate fee waiver form for each individual.



## Verification of Homeless Status to Waive Fee for Utah Birth Certificate or Identification Card

For Office Use Only

Birth Cert \_\_\_\_\_

ID Card \_\_\_\_\_

**IMPORTANT INFORMATION:** This verification form must be completed by a representative of the Department of Workforce Services or a homeless shelter or a permanent housing, permanent supportive housing, or transitional housing facility (See Utah Code 26-2-12.6 and 53-3-105). To obtain a free Utah birth certificate, this form must be submitted with a completed birth certificate application to the Utah Department of Health, Office of Vital Records and Statistics or a local health department vital records office. To obtain a free identification card, this form must be submitted with a completed identification card application to the Utah Department of Public Safety, Driver License Division. This form can only be used for the purpose of waiving birth certificate and identification card application fees as authorized by Senate Bill 196 passed in the 2018 General Legislative Session and does not waive other application requirements. This verification is good for 60 days from the date it is verified by the facility or agency representative.

<b>Section 1 APPLICANT INFORMATION</b>	
Applicant Name	<b>Applicant's primary night time residence is a:</b> <input type="checkbox"/> Permanent Housing Facility <input type="checkbox"/> Permanent Supportive Housing Facility <input type="checkbox"/> Transitional Housing Facility <input type="checkbox"/> Homeless Shelter <input type="checkbox"/> Location not designed for or ordinarily used as a sleeping accomodation for an individual
Date of Birth	
ID Card or Driver License Number if Available	
<b>Section 2 FACILITY OR AGENCY INFORMATION</b>	
Facility or Agency Name	
Street Address	
Mailing Address (optional)	
<b>Section 3 FACILITY OR AGENCY VERIFICATION</b>	
I certify that I am a representative of the facility or agency named in Section 2 and that the applicant named in Section 1 is homeless as defined by Utah Code 26-18-411, Utah Code 35a-5-302, or is an individual whose primary nightttime residence is a location that is not designed for or ordinarily used as a sleeping accommodation for an individual.	
Print Name	Title
Signature	Date
Email	Phone

Questions about ordering a birth certificate can be directed to the Utah Department of Health, Office of Vital Records and Statistics at (801) 538-6105 or [vrequest@utah.gov](mailto:vrequest@utah.gov). Questions about ordering an identification card can be directed to the Utah Department of Public Safety, Driver License Division at (801) 965-4437.





## BIRTH CERTIFICATE APPLICATION

### GENERAL INFORMATION

Birth Records are available from 1905 - present.  
 Certificates may be ordered online at [vitalrecords.utah.gov](http://vitalrecords.utah.gov).  
 Please read this application carefully. It is a criminal violation to make false statements on this application or to fraudulently obtain a vital records certificate.  
 All fees paid are non-refundable. If required information is missing from this application, applicant will have 90 days to provide missing information.

### CHECKLIST

- This application is fully completed.
- Payment is ready // **Mail: Check or Money Order to 'Vital Records' is enclosed**
- My ID is ready. (See reverse for ID list) // **Mail: Copy of ID enclosed**

### IDENTIFYING INFORMATION

FULL NAME FOR CERTIFICATE \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ BIRTH CITY AND COUNTY \_\_\_\_\_

HOSPITAL OR PLACE OF BIRTH \_\_\_\_\_

PARENT 1 FULL NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

PARENT 2 FULL NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

### APPLICANT

Relationship to certificate holder:  Self  Parent  Sibling  Spouse  Child  Grandparent  Grandchild  
 Other (requires documentary proof of relationship or legal need) Specify: \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NUMBER OF CERTIFICATES \_\_\_\_\_ 1 Search (non-refundable) includes 1 certified copy     \$22     +  
                     Additional certified copies (\$10 each)                      =

TOTAL FEE                     

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### OFFICE USE ONLY

ID # \_\_\_\_\_ ID Exp \_\_\_\_\_ Request # \_\_\_\_\_

Paid: Check Money Order Cash Credit Card Account

Clerk Initials \_\_\_\_\_

ACCEPTABLE IDENTIFICATION LIST TO OBTAIN VITAL RECORDS  
**ID MUST BE CURRENT**

Identification is **required** for all non-public Vital Records.

**Mailed requests** must include an enlarged and easily identifiable **photocopy** of your identification from the list below or your application will be returned.

If using a form of identification from the "Primary" column, one form of identification is required.

If using a form of identification from the "Secondary" column, two forms of identification are required.

**Primary**

(Need 1)

Government Issued Photo Drivers License  
Government Issued Photo Identification  
Government Issued Work Identification  
Employment Card  
U.S. Military Identification Card  
Tribal Identification Card  
Pilot License  
Alien Registration Card  
Permanent Resident Card  
Temporary Resident Card  
U.S. Passport  
Foreign Passport  
U.S. Certification of Naturalization  
Certificate of U.S. Citizenship  
U.S. Citizen Identification Card  
Matricula Consular Card  
Concealed Weapon Permit  
Mexican Voter Registration Card  
Jail/Prison Release Form (with picture)

**Secondary**

(Need 2)

Work Identification/Paycheck/W-2  
School, University or College Identification Card  
Voter Registration Card  
Social Security Card  
U.S. Military Separation/DD-214  
Motor Vehicle Registration/Title  
Marriage License (not issued by Utah State Vital Records)  
Court Order or Court Documents  
Jail/Prison Documents  
Probation Documents  
Property Tax Receipt  
Veterans Universal Access Identification Card  
Selective Service Card  
Hunting/Fishing License  
Insurance Card or Documents  
Utility Bill  
Business License  
Professional License

**We Cannot Accept:**

- Novelty Identification Card
- Driving Privilege Card

If you cannot provide acceptable identification you may have a spouse, parent, grandparent, sibling, or adult child who can provide appropriate identification request the certificate. Proof of relationship may be required.