



State of Utah

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Utah Department of Health

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Office of Vital Records and Statistics

JANICE HOUSTON, M.P.A.
Office Director

January 3, 2012
UDOH ovrsco0036

SUBJECT: Instructions to file a Notice of Commencement of Paternity Proceeding

Dear Attorneys, Agencies, and Putative Fathers:

The attached form, “Notice of Commencement of Paternity Proceeding,” must be filed in the Office of Vital Records and Statistics by an unmarried biological father to preserve any right to notice and consent in an adoption. The unmarried biological father has the duty to protect his own rights and interests before the birth mother executes consent to adoption or relinquishes a child for adoption, and he must initiate proceedings in a district court of the State of Utah to establish paternity [Utah Code Title 78B, Chapter 15, Utah Uniform Parentage Act, “<http://le.utah.gov/UtahCode/section.jsp?code=78B-15>]. **Utah Code**, [78B-6-125. Time period prior to birth mother’s consent] and [78B-6-122. Qualifying Circumstances.], **establishes the time period to file the form in the Office of Vital Records.**

The Office of Vital Records requires the complete and accurate “Notice of Commencement of Paternity Proceeding” form, along with a case number from a Utah district court and supporting paper documentation which is the complaint/petition of the action. **The Office of Vital Records and Statistics does not accept faxes**, or any other electronic communication.

- 1. The commencement and supporting documentation can be mailed to the Office of Vital Records and Statistics** via certified mail or a third party carrier, such as FED EX or UPS, if the envelope is addressed to either “Carolyn Woodward” or the “Court Order/Adoption Specialist;” or
- 2. The commencement and supporting documentation can be hand deliver to the Office of Vital Records.** The person who files the commencement will be given a receipt and a photocopy of the commencement to acknowledge that it has been filed. The receipt for submitting the commencement will include the date and time the commencement and supporting documentation are received, and the receipt must be signed by Carolyn Woodward, Court Order/Adoption Specialist or Janice Houston, Director of the Office of Vital Records;
- 3. Identification is required from the father.** Mailed requests must include an enlarged and easily identifiable photocopy of the front and the back of the father’s identification; and
- 4. There is no fee to file the form.** A certified copy of the form is \$16.

UTAH DEPARTMENT OF HEALTH
Office of Vital Records and Statistics
Carolyn Woodward, Court Order/Adoption Specialist
Phone: 801-538-6363



UTAH DEPARTMENT OF HEALTH
OFFICE OF VITAL RECORDS & STATISTICS

Registration Number _____

NOTICE OF COMMENCEMENT OF PATERNITY PROCEEDING

NAME OF CHILD _____
First Middle Last

DATE OF BIRTH or estimated month and year of birth _____
Month Day Year

PLACE OF BIRTH _____
City County State

NAME OF MOTHER _____
First Middle Last

MOTHER'S MAIDEN SURNAME if different than above _____

COMPLETE ADDRESS OF MOTHER _____
STREET ADDRESS CITY STATE ZIP

IF DIFFERENT, ENTER MAILING ADDRESS

NAME OF FATHER _____
First Middle Last

COMPLETE ADDRESS OF FATHER _____
STREET ADDRESS CITY STATE ZIP

IF DIFFERENT, ENTER MAILING ADDRESS

NAME OF COURT AND COUNTY IN WHICH PATERNITY PROCEEDING WAS COMMENCED _____

TITLE OF PATERNITY PROCEEDING _____

CASE NUMBER OF PATERNITY PROCEEDING _____

The supporting documents must be filed with this Commencement.

I hereby certify that I have commenced the forgoing paternity proceeding to assert paternal rights respecting the child identified above.

▶ _____
SIGNATURE OF FATHER SOCIAL SECURITY NUMBER DATE SIGNED

SUBSCRIBED & SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____

NOTARY PUBLIC _____

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OFFICE OF THE STATE REGISTRAR DATE ACCEPTED TIME ACCEPTED