

**(School Letterhead)
Sample Letter**

**Birth Certificate Requirement
30-day Grace Period**

Student:
Grade:
Date:

Dear parent(s) or guardian(s):

A birth certificate issued by the Bureau of Vital Statistics is required for all students who are entering a Utah school for the first time. Parents/legal guardians are required to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age within 30 days of initial enrollment. (§53G-6-603)

Within 30 days of the date listed above, please provide either:

- 1) A certified copy of your student's birth certificate, or
- 2) Other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate.

The school will keep this letter on file until we receive a certified copy of your student's birth certificate or other reliable proof of identity, age and affidavit. If this requirement is not met, we are required by law to refer this matter to the local law enforcement authority for investigation.

Sincerely,

Principal's signature

For School Use

- Birth Certificate has been provided.

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

- _____ (name of document), showing **age, identity, and birth date.**
- An affidavit (available at Planning & Student Services) explaining the inability to produce a certified copy of the birth certificate.

Requisito del Certificado de Nacimiento 30-días de Periodo de Gracia

Estudiante: **Student Name**
Grado: **Grade**
Fecha: **Date**

Estimado (s) padre (s) o tutor (es):

Un certificado de nacimiento emitido por la Oficina de Estadísticas Vitales se requiere para todos los estudiantes que están ingresando a una escuela en particular por primera vez. Los padres / tutores legales deben proporcionar una copia certificada del certificado de nacimiento del estudiante u otro comprobante seguro de la identidad y la edad del estudiante dentro de los 30 días de la inscripción inicial. (§53G-6-603)

Dentro de los siguientes 30 días de la fecha mencionada arriba:

- 1) Una copia certificada del certificado de nacimiento de su estudiante o
- 2) Otra prueba confiable de la identidad y edad del estudiante junto con una declaración jurada que explique la inhabilidad de producir una copia del certificado de nacimiento

La escuela mantendrá esta carta archivada hasta que se reciba una copia certificada del certificado de nacimiento de su estudiante u otro comprobante seguro de identidad, edad y declaración jurada. Serán recibidos por la escuela de matrícula. La escuela remitirá el asunto a la autoridad local de aplicación a la ley para una investigación si este requisito no se cumple.

Sinceramente,

Principal's signature

Firma del director/a

For School Use

- Birth Certificate has been provided.

The following documents (both are required) have been received and approved for the above student in lieu of a birth certificate:

- _____ (name of document), showing **age, identity, and birth date.**
- An affidavit (available at Planning & Student Services) explaining the inability to produce a certified copy of the birth certificate.