

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 (together with an affidavit explaining the inability to produce a copy of the birth certificate) 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

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 & Enrollment) explaining the inability to produce a certified copy of the birth certificate.