

## Changing the legal name in a USIIS record

### Purposes

- Legal name change due to adoption
- Legal name change due to court order
- Legal name corrections or other legal name changes

### Process

To request changing the legal name in a USIIS immunization record, one must be of legal age (18 years or older). To request the legal name change of a minor child (under age 18) one must be the child's parent or legal guardian at the time of the request.

For name changes due to adoption or court order, the name must first be registered with the Utah Department of Health Office of Vital Records and Statistics.

- Once the Office of Vital Records and Statistics has updated their records, USIIS may update its record.
- Once modified, a USIIS record will not be accessible by the previous legal name.
- It may take up to four weeks for Vital Records to process requests.

Complete and submit the **Legal Name Change for USIIS Record** form. This form is accessed on the USIIS website, [www.usiis.org](http://www.usiis.org), in the **Parents & Individuals** section.

### Department of Health Office of Vital Records and Statistics

<i><b>Vital Records services</b></i>	
Office hours	Monday-Friday, 8AM – 5PM
Website	<a href="https://vitalrecords.utah.gov">https://vitalrecords.utah.gov</a>
Birth Registration	801.538.6371
Adoption	801.538.6363
Certificates	801.538.6105