Department of Health & Human Services

Report of adoption

Please provide the requested information in the form below. The information you give us will be used by DHHS to create a new birth certificate record. Once processed, this completed form will be placed in a sealed record that can only be opened by court order. If necessary, the information may be accessed by contractors who are a part of the DHHS technical team. All fields on this form are required. We will not be able to process your request without the requested information. This data is part of the record series 28618.

Part 1. This information must be entered as it is on the original birth certificate

Name of child at birth _____
(First) (Middle) (Last)

Sex_____ Date of birth_____ Place of birth (State and Country) _____

Natural parent 1 _____
(First) (Middle) (Last name before first marriage)

Natural parent 2 _____
(First) (Middle) (Last name before first marriage)

Part 2. This information is required to create the new birth certificate.

(ALL information below must be provided or a new birth certificate cannot be completed for the child)

Child's name after adoption _____
(Do NOT use all capital letters) **(First)** **(Middle)** **(Last)**

☐ Father ☐ Mother ☐ Parent (check one)
☐ Natural or ☐ Adoptive (check one)
Do not list married name

(First) (Middle) (Last name before first marriage)

Birth date _____

Place of birth (state and country) _____

Residence at time of child's birth

(City) (State and Country)

☐ Father ☐ Mother ☐ Parent (check one)
☐ Natural or ☐ Adoptive (check one)
Do not list married name

(First) (Middle) (Last name before first marriage)

Birth date _____

Place of birth (state and country) _____

Residence at time of child's birth

(City) (State and Country)

Present mailing address and contact information of Adoptive Parents:

(Number and street) (City) (State) (ZIP code) (Telephone number) (Email address)

Reason for report of adoption

☐ Stepparent adoption ☐ Restoration of parental rights
☐ Single parent adoption ☐ Relative adoption ☐ 2 new parents (not related)

Name of attorney or agency handling this adoption: _____

Complete mailing address: _____
(Number and street) (City) (State) (ZIP code)

Title _____ Telephone number _____ Email _____

Part 3. Certification from court (DO NOT use all capital letters)

Certification of court clerk
(Seal must be in color ink or embossed)

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I hereby certify that the child described above was adopted on _____ day of _____ and is now to bear the name
(Month) (Year)

_____ _____ _____
(First) (Middle) (Last)

as set forth in the Decree of Adoption made on that date in case number _____ in the State of _____

Signature of court clerk _____ Date_____

Instructions

Prompt submission of a properly completed Report of Adoption will expedite the filing of a new birth certificate.

Licensed agency/attorney/parent: Complete Part 1 and 2 on this form. File with the district court.
Do not use all capital letters when filling out this form. All fields must be filled in, even when the natural parent will remain on the new birth certificate.

Clerk of court: When the final Decree of Adoption is ordered by the court, the clerk of court should complete Part 3. Please ensure the new name of the child is properly reflected in this certification. Forward the document to:

Office of Vital Records and Statistics
P.O. Box 141012
SLC, UT 84114-1012

***Please do not forward applications or fees to Vital Records. These items must be submitted by the applicant directly to the Utah Office Vital Records and Statistics.**

General information

Once the Report of Adoption is received by the Utah Office of Vital Records and Statistics (OVRS), a letter will be sent to the parents and/or attorney with instructions on how to obtain a new birth certificate. OVRS may require a certified copy of the Decree of Adoption or other court documents as deemed necessary by the state registrar.

The original birth certificate, this Report of Adoption, and other related information will be placed in a sealed file. This sealed file cannot be further accessed without a court order. A new birth certificate will be created for the adopted child and is filed in place of the original birth record. The new birth certificate will reflect the name of the child as ordered in the Report of Adoption and the information of the adopting parent(s) will replace the information of the natural parent(s). The new birth certificate is similar in form and content as the original record.

OVRS may only register a new birth certificate for children born in Utah or children born in a foreign country whose adoption has been completed or registered in a Utah District Court.

Children born in other states: When the Report of Adoption is received by OVRS, it will be forwarded to the listed state of birth.

In order to obtain a new birth certificate, OVRS will require the following items for each type of adoption:

Family adoption, step-parent adoption

- **Certified** Report of Adoption
- Required fees, ID, application, and established legal need

Two new parent adoption, single parent adoption

- **Certified** Report of Adoption
- Non-identifying health, genetic and social history forms on birth natural mother and natural father
- Required fees, ID, application, and established legal need

Foreign adoption
Adoption finalized in foreign country and reported to Utah District Court

- **Certified** Foreign Report of Adoption
- Required fees, ID, application, and established legal need

Foreign adoption
Adoption of a foreign born child which has been finalized in Utah District Court

- **Certified** Report of Adoption
- **Certified** Order establishing facts of birth
- Required fees, ID, application, and established legal need

The current OVRS fee is $65 per child. This fee includes one certified copy of the new birth certificate. Additional copies are $10 each when ordered at the same time. **THESE FEES ARE SUBJECT TO CHANGE.** Please refer to OVRS for the current fee schedule.

The new birth record will not be created until the fees have been paid and all required documentation has been received by OVRS.