Mail: Attn: Amendments Unit
1903 Mail Service Center
Raleigh, NC 27699-1900

North Carolina Department of Health and Human Services
Division of Public Health • Office of Vital Records
https://vitalrecords.nc.gov

Location: 225 North McDowell St.
Raleigh, NC 27603-1382

Adoption Processing and Certificate Application

- Complete this form and mail along with the required identification and a certified check or money order for $39 (adoption processing fee + fee for one copy of the new certificate) payable to N.C. Vital Records.
- **Personal checks and cash are not accepted.**
- If the applicant requires more than one copy of the modified certificate, the applicant must order additional copies at **https://vitalrecords.nc.gov/order.htm**.
- North Carolina General Statute 130A-93(i) requires a fee of $24.00 for issuing any copy of a vital record or for conducting a search of the files when no copy is made. North Carolina Administrative Code 10A 41H .0704 requires a processing fee of $15.00 to process an adoption.

PART I – INFORMATION TO LOCATE RECORD

Adoptee Name _____ _____ _____
First *Middle* *Last*

_____ _____
Date of Birth *County of Birth*

Father/Parent _____
First *Middle* *Last* *If applies, Last Name Prior to First Marriage*

Mother/Parent _____
First *Middle* *Last* *If applies, Last Name Prior to First Marriage*

PART II – STATEMENT OF ATTESTATION

I do solemnly swear that I have personal knowledge of the correctness of the statements made in this application and the evidence supplied, and acknowledge understanding of North Carolina General Statute 130A-93(i) and North Carolina Administrative Code 10A 41H .0704

_____ _____ _____
Applicant 1 Name (Print) Applicant 1 Signature Date

_____ _____ _____
Applicant 2 Name (Print) Applicant 2 Signature Date

_____ _____ _____ _____
Street Address or Post Office Box City State ZIP code

_____ _____
E-mail Address (Area Code) Telephone Number

Identification Requirements

Due to identity theft and other fraudulent use of vital records, **the person requesting a certificate is REQUIRED to comply with the below identity verification requirements.**

North Carolina Office of Vital Records has a 100% identity verification policy. Proof of the requestor's identity is required no matter which ordering method is selected. Requestor must meet our identity and entitlement verification requirements in order to receive a certificate.

If the name on the identification does not match the name on the certificate, the applicant must provide evidence of a legal name change. This may include a certified marriage certificate, certified divorce decree or a certified legal name change court order that reflects the history of the changes to the name(s) on the certificate(s) requested.

The address on your vital records application must match the address on the applicable identity documents you provide.

Note: If you are requesting to correct the sex designation on your birth certificate, the sex designations between the document you present for identity verification here and the sex as it is to be corrected on the birth certificate are not required to be the same. Please see pages 4-7 for documentation required to support requests to modify fields on a birth certificate.

Applications that do not include a legible photocopy of one of the IDs listed below with your request will be denied:

Primary Photo Identification

Applicants will provide one form of Primary Photo ID (one of the following valid, unexpired, undamaged forms of a government-issued photo-ID) If Primary Photo ID is not available, please see requirements for **Applicants Without Primary Photo ID** below.

- State-Issued Driver's License
- State-Issued Non-Driver's ID Card
- Passport or Visa (photo included)
- Military ID Cards
- Current student ID Card with copy of transcript
- Department of Corrections photo ID Card dated within the last year or release/discharge paperwork with a photo
- Government Employee ID* *

* Must meet entitlement verification requirements

** Applies to Social Workers or other Government representatives only

Alternate identification for Applicants Without Primary Photo ID

Applicants without any of the above Primary Photo ID documents must provide two forms of Alternate Identification from the options below. (All options must show full name, current address and/or signature where appropriate)

- A pay stub dated within last 60 days and current address
- Current Utility Bill with current address (Phone, gas, electric)
- Temporary driver's license
- Letter from a government agency dated within the last six months and showing current address
- Unexpired Vehicle Registration/Title
- Bank Statement with current address
- State issued concealed weapon permit showing current address
- Previous year W2