Instructions

Petition for registration of an adoption order from a foreign country

- [ ] 1. Complete the form from this packet entitled VERIFIED PETITION FOR REGISTRATION OF ADOPTION ORDER FROM FOREIGN COUNTRY. This form must be signed in front of a notary.
- [ ] 2. Obtain translations of the adoption order into English (unless the original order is already in English). You must have the translator certify the accuracy of the translation. Attach the original adoption order and the English translation to the VERIFIED PETITION FOR REGISTRATION OF ADOPTION ORDER FROM FOREIGN COUNTRY.
- [ ] 3. Complete the form from this packet entitled ORDER OF REGISTRATION OF ADOPTION FROM FOREIGN COUNTRY but do not sign this form.
  This document is for the judge to sign.
- [ ] 4. Complete the form from this packet entitled REPORT OF FOREIGN ADOPTION.
- [ ] 5. Make a copy of all of the documents mentioned above for your home records.
- [ ] 6. File all of the documents with the district court in the county where you reside. Contact the court for the current filing fees and other requirements. For court information visit www.utcourts.gov.
- [ ] 7. The judge will review your documents and, if there are no problems, will sign the ORDER OF REGISTRATION OF ADOPTION FROM FOREIGN COUNTRY. You will usually be notified by the court if there is a problem. Call the court and check on the status of your case if you have not heard from them within two weeks.
- [ ] 8. Once the order is signed by the judge, the court clerk will forward the order to Utah State Vital Records. You will then receive a letter from Utah State Vital Records with instructions on how to obtain a new birth certificate.

Your child's citizenship:
Registering your foreign adoption does not guarantee U.S. citizenship for your child. Contact Immigration and Naturalization or an attorney for further information.

2026

Name _____

Address _____

_____

Phone _____

_____ DISTRICT COURT, _____ COUNTY, UTAH

Address _____

IN THE MATTER OF:	VERIFIED PETITION FOR REGISTRATION OF ADOPTION ORDER FROM FOREIGN COUNTRY
_____,	Case No: _____
A MINOR CHILD	Judge: _____

TO THE HONORABLE COURT:

My name is _____.

I was born on _____ in _____. I live at the address shown above.
(date of birth) (State or Country of birth)

_____
(Name of Child)

Is a child who lives with me and who I first met on _____
(date)

at _____
(Full address)

I have learned the following information about the child:

Date of birth: _____

Place of birth: _____
(Complete address, including city, province, country)

Sex of child: ☐ Male ☐ Female

Birth mother's name: _____

Birth father's name: _____

I adopted the child in court in the following foreign country:

_____

The adoption decree was signed on _____. A copy of the court Adoption Decree is attached.
(Date)

☐ I have attached a certified translation and a certificate from the translator because the Adoption Decree is not in English.

Another person also adopted the child along with me. This person is:

Name: _____

Address: _____

Date of Birth: _____

Place of birth (state or country) _____

Please register this adoption and sign an order that the Registrar for the State of Utah Vital Records prepare a birth certificate for the child in the name of

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

_____ _____
(Petitioner Signature) (Date Signed)

Petitioner, _____ subscribed and sworn

before me _____

on _____ day of _____, 20_____.

_____
(Notary Public Signature)

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Name _____

Address _____

_____

Phone _____

_____ DISTRICT COURT, _____ COUNTY, UTAH

Address _____

IN THE MATTER OF: _____, A MINOR CHILD	ORDER OF REGISTRATION OF ADOPTION ORDER FROM FOREIGN COUNTRY Case No: _____ Judge: _____

This matter came before the court on Petitioner's Verified Petition to register the foreign country adoption of the minor child named above. The court, having reviewed the adoption order and Verified Petition, finds as follows:

FINDINGS

1. The petitioner is a resident of Utah and the current custodian of the minor child and has a direct, tangible, and legitimate interest as the adoptive parent of the minor child.
2. The following person(s) have adopted the minor child:
   Petitioner: _____
   Date of birth _____ Place of birth (state or country) _____
   Second Parent: _____
   Date of birth _____ Place of birth (state or country) _____
3. The adoption order was issued by a court of competent jurisdiction in the country of: _____

4. The fact, date, time and place of birth of the minor child are as follows:

Sex of child: ☐ Male ☐ Female

Biological Mother (if available): _____

Biological Father (if available): _____

Child's Date of Birth: _____

Country of Birth: _____

Location of birth (equivalent of city, county, state; or city, ward, province, etc)

_____

ORDER

Based upon the above findings the Court orders that the Registrar for Utah State Vital Records prepare a birth certificate for the minor child mentioned above. The child is to bear the name of:

_____ _____ _____

(First) (Middle) (Last)

Date of order: _____ By the Court

_____

District Court Judge

Department of Health & Human Services

Report of foreign adoption

This document cannot be accepted by the Utah DHHS Office of Vital Records and Statistics if it appears altered in any way.
DO NOT use all capital letters when filling out this document.

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 the same as it is on the original birth certificate

Pursuant to Section 78-3-8.6 Utah Code, the _____ District Court has ordered The **Utah State Registrar to File a Court Ordered Delayed Certificate of Birth** for the following child:

Born on the _____ day of _____ a _____
(Child's date of birth) (Day) (Month) (Year) (Male/Female)

by the name of (Name of child at birth) _____
(First) (Middle) (Last)

was born to _____
(Child's birth father) (First) (Middle) (Last)

and _____
(Child's birth mother) (First) (Middle) (Last)

in _____
(City) (Province) (Foreign country)

The child described above was adopted in _____ on the _____ day of _____
(Foreign country) (Day) (Month) (Year)

And is now to bear the name of _____
(Do not use all capital letters) (First) (Middle) (Last)

Part 2. Information from adoptive parents

Child's NEW 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) (Maiden/Last)

Birth date _____

Place of birth (state or country) _____

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

_____ _____ _____
(First) (Middle) (Maiden/Last)

Birth date _____

Place of birth (state or country) _____

Present mailing address and contact information of adoptive parents:

_____
(Number and street) (City) (County) (State) (ZIP code)

Telephone number: _____ Email address: _____

Part 3. Certification from district 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 an Order of Registration for Foreign Adoption for the above named child was entered on _____ day of _____ _____
(Month) (Year)

Case number _____

The child is to bear the name of

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

Signature of court clerk _____

Date signed _____, state of _____

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.