



## 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 PO 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 of 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 or email will be sent to the parents and/or attorney with instructions on how to order 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).

**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, 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:	<b>Step-Parent or Relative Adoption</b>	<b>Non-Relative Adoption</b>	<b>Foreign Adoption - adoption finalized in foreign country and reported to Utah District Court</b>	<b>Foreign Adoption - adoption of a foreign born child which has been finalized in Utah District Court</b>
<b>Certified</b> Report of Adoption	Required	Required	N/A	Required
<b>Certified</b> Foreign Report of Adoption	N/A	N/A	Required	N/A
<b>Certified</b> Order Establishing Facts of Birth	N/A	N/A	N/A	Required
Non-Identifying Health, Genetic and Social History forms from natural birth mother and natural father	N/A	Required	N/A	N/A
Application, Application fees, ID, and established legal need	Required	Required	Required	Required

The OVRs fee as of July 2021 is \$40 per child plus \$22 for the birth certificate. Additional copies are \$10 each when ordered at the same time. THESE FEES ARE SUBJECT TO CHANGE. Current fee schedule: [vitalrecords.utah.gov](http://vitalrecords.utah.gov).

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

Your request will be processed in 6-8 weeks and you will be notified when you may order a birth certificate.