

**UTAH DEPARTMENT OF HEALTH  
OFFICE OF VITAL RECORDS AND STATISTICS  
REPORT OF ADOPTION**

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

**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 or Country) \_\_\_\_\_  
Name of Natural Father \_\_\_\_\_  
(First) (Middle) (Last)  
Full Maiden name of Natural Mother \_\_\_\_\_  
(First) (Middle) (MAIDEN Last)

**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**

NATURAL  **OR** ADOPTIVE   
(Check One)

Full Name of Father \_\_\_\_\_  
(First) (Middle) (Last)

**MOTHER**

NATURAL  **OR** ADOPTIVE   
(Check One)

Full **MAIDEN** name of Mother (do not list married name) \_\_\_\_\_  
(First) (Middle) (MAIDEN Last)

Birth Date \_\_\_\_\_ Birth Date \_\_\_\_\_

Place of Birth (State or Country) \_\_\_\_\_ Place of Birth (State or Country) \_\_\_\_\_

Residence at time of Child's Birth \_\_\_\_\_  
(City) (County) (State or Country)

**Present mailing address and contact information of Adoptive Parents:**

\_\_\_\_\_  
(Number and Street) (City) (County) (State) (Zip Code) (Telephone Number) (email address)

Is this a Step-parent Adoption?  Yes  No  
Is this a single parent adoption?  Yes  No  
Is this a relative adopting this child?  Yes  No

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 DISTRICT COURT (Please DO NOT use all capital letters)**

**CERTIFICATION OF COURT CLERK**  
(SEAL MUST BE IN COLOR INK OR  
EMBOSSED)

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

S \_\_\_\_\_  
(First) (Middle) (Last)

E as set forth in the decree of adoption made on that date in

A case number \_\_\_\_\_ in the State of \_\_\_\_\_

L 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 & 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 Vital Records.**

## GENERAL INFORMATION

**Once the Report of Adoption is received by Utah Vital Records, a letter will be sent to the parents and/or attorney with instructions on how to obtain a new birth certificate.** Vital Records 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.

**Utah Vital Records and Statistics 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 Utah Vital Records, it will be forward to the listed state of birth.

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

### Step Parent Adoption

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

### Two New Parent Adoption, Single Parent Adoption, or Family Adoption

- **Certified** Report of Adoption
- Non-Identifying Health, Genetic & Social History forms on both 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

Current Vital Records fee is \$60.00 per child. This fee includes one certified copy of the new birth certificate; additional copies are \$8.00 each when ordered at the same time. **THESE FEES ARE SUBJECT TO CHANGE.** Please refer to Vital Records 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 Vital Records.**