The Adoption Process

Upon request, this document will be made available in Braille, large print, audiocassette, or computer disk.
To obtain a copy in one of these alternate formats, please call or write:

California Department of Public Health
Vital Records - M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410
Telephone: (916) 445-2684
California Relay: 711/1-800-735-2929
http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx

January 2014

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Court Report of Adoption / Adoption Decree

What is a Court Report of Adoption, and why do I need one to get a new birth certificate for my adopted child?

- The Court Report of Adoption (VS 44) is the official form used by courts to report adoptions to vital records offices.
- State Registrars cannot legally prepare a new birth certificate for an adopted child until they have received a certified Court Report of Adoption.

Who completes the Court Report of Adoption?

- The clerk of the California Superior Court granting the adoption is required to complete the Court Report of Adoption and send it to our office.

The new birth certificate will be prepared by the vital records office in the child's state of ***birth***.

- If the child was born in another state, we will forward the Court Report of Adoption to the vital records office in the state of ***birth*** so they can prepare the new birth certificate.
- In like manner, for a child born in California who was adopted in another state, the other state will forward their Court Report of Adoption to us to prepare the new birth certificate.

  Note: Our office requires a $20 registration fee for out-of-state adoptions. If we do not receive the fee from the court, we cannot create the new birth certificate.

What information is in the Court Report of Adoption, and how is it used?

- The information provided in the Court Report of Adoption is used to locate and seal the original birth record of the adopted child and to prepare the new birth certificate.
- The Court Report of Adoption contains the child's original birth name, sex, date and place of birth, physician's or attendant's name, and the natural parents' names, as well as the child's new name and information about the adoptive parents.

Can the Court Report of Adoption be changed if it is incorrect?

- The Court Report of Adoption cannot contain any erasures, whiteout, or alterations.

What should I submit to get the new birth certificate?

- You will need to provide a ***certified*** copy of the Court Report of Adoption (VS 44 form).
- You must also include a ***certified*** copy of either the Adoption Order or of the Final Decree of Adoption (for verification purposes).

See next section for explanation of "certified" copy.

We do not return the court documents after the new birth certificate Is prepared.

The above documents will be kept with the sealed (original) birth record.

- Mail the following items to our office using the address on the front of this pamphlet (Attn: Adoption Unit):
  - ***Certified*** copy of the VS 44 form.
  - $ 20 fee (if adopted outside of California).
  - ***Certified*** copy of the Adoption Order (or Final Decree).
- ***If any of the required items are not included, the request will be returned to the court for correction.***
- Fees should be paid by check or money order payable to ***CDPH Vital Records***. International money orders for out-of-country requests should be payable in U.S. dollars.

What is a "certified" copy of the court order?

1. A "certified" copy of the court order must be a ***copy*** of the order that was originally prepared by the court***. It cannot be an original printout***.

   If the court gives you an original printout, please ask them to make a photocopy.

2. The photocopy that the court gives you must have:

   a. An ***original*** court seal.
   b. A signature (or signature stamp) of the judge.
   c. A signature (or signature stamp) of the court clerk.

IMPORTANT:

- ✓ The "certified" copy must have an ***original*** court seal and a signature (or signature stamp) of the court clerk. It is the ***original*** seal and court clerk signature (certification) that make this a "certified" copy.

- ✓ Do not send us a copy where the court seal has been photocopied. The court seal must be an ***original*** seal.

- ✓ The court seal and signature must appear on the actual certified copy (either front or back) – and not on a blank sheet of paper.

- ✓ The "FILED / ENDORSED" stamp in the top right corner of the court order ***is not*** the court clerk's certification.

- ✓ You should keep a photocopy of the court order for your own file.

Fee / Processing Time

What is the fee for a new birth certificate?

California Birth / California Adoption (child is born ***and*** adopted in California)**:**

- When we process the adoption papers, we will prepare the new birth certificate and provide one Certified Copy of the new certificate at no cost. (The Certified Copy fee is included in the court fee paid at the time the adoption petition is filed.)

- You can submit a separate request to our office for additional copies of the new birth certificate ***after*** you have received the new birth certificate from our office.

Adoption Finalized in California Prior to 1972:

- $20 – which includes one Certified Copy of the new birth certificate.

- Additional copies are $25 each.

Adoption Finalized in Another State or Country (child is born in California)**:**

- $20 – which includes one Certified Copy of the new birth certificate

- Additional copies are $25 each.

Fees should be paid by check or money order payable to ***CDPH Vital Records***. International money orders for out-of-country requests should be payable in U.S. dollars.

How long will it take to get the new birth certificate?

The processing time (after receiving the appropriate documents) for adoptions can be located on our website at:

http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/ProcessingTimes.aspx

Preparing a New Birth Certificate for a Child Born in California and Adopted in Another State or Country

How do I get a copy of the new birth certificate once it has been prepared?

- For a child born in California, the Court Report of Adoption will be forwarded to our office. We will prepare the new certificate and mail a Certified Copy to the address indicated in the Court Report of Adoption.
- The adoptive parents do not have to apply to us unless they want additional copies.

How long will it take to get the new birth certificate?

The processing time for adoptions can be located on our website at:

http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/ProcessingTimes.aspx

What happens to the original birth certificate?

- When a new birth certificate is prepared after an adoption, we seal both the original record and the Court Report of Adoption.
- No information, other than the new birth certificate, can be released from our office except upon order of the Superior Court of the county of residence of the adopted child, or the Superior Court of the county that granted the order of adoption.

Preparing a New Birth Certificate for a Child Born in Another State or Country and Adopted in California

Can you prepare a new birth certificate for a child born in another state?

No. For a child born in another state, the new birth certificate can only be prepared by the State Registrar of the state where the child's original birth certificate is on file.

My adopted child was born in another state, but adopted in California. How can I get my child's new birth certificate?

- We receive all Court Reports of Adoption that are filed in California (the California Superior Court granting the adoption is required to forward the Report to our office).
- If the child being adopted was not born in California, we will forward the Court Report of Adoption to the appropriate state (vital records office) to prepare the new birth certificate.
- We do not keep any records of Court Reports of Adoption that we send to other states for processing. If your child was not born in California, and you have questions about the birth certificate, you will need to contact the vital records office in the state where your child was born.

My adopted child was born in another country, but adopted in California. How can I get my child's new birth certificate?

If your child was born in ***another country***, but was adopted in California, we will prepare (and issue a Certified Copy of) a Court Order Delayed Registration of Birth for your child – ***but we can only do this if the Court Report of Adoption contains a statement of the date and place of birth***.

If the Court Report of Adoption does not include the date and place of birth, we will return it to the court to correct.

Getting a Copy of the Original Sealed Birth Certificate After Adoption

I am adopted. Can I get a copy of my original birth certificate?

We cannot issue a copy of the original (sealed) birth certificate without a court order from the Superior Court of the county of residence of the adopted child, or the Superior Court of the county granting the order of adoption.

How do I file a petition to inspect my original birth certificate?

- You must contact the appropriate Superior Court for information regarding the procedures for filing your petition (a sample petition is included in this pamphlet).
- Any order granted must refer to Health and Safety Code Section 102705 (formerly Section 10439), or contain a statement that the judge has reviewed the record.

After I get the court order, what do I submit to get my original birth certificate?

- Once the court order has been granted, mail the following items to our office using the address on the front of this pamphlet (Attn: Adoption Unit):
  - Completed birth application (VS 111) – copy attached (Sworn Statement is ***not*** needed)
  - $25 fee (per copy)
  - ***Certified*** copy of the court order releasing the contents of the sealed record

  See next section for explanation of “certified” copy.

  We do not return the court order after the new birth certificate is prepared.
- ***If any of the required items are not included, your request will be returned to you for correction.***

The processing time for issuing certified copies of birth certificates can be located on our website at:

http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/ProcessingTimes.aspx

What is a "certified"copy of the court order?

1. A "certified" copy of the court order must be a ***copy*** of the order that was originally prepared by the court***. It cannot be an original printout***.

   If the court gives you an original printout, please ask them to make a photocopy.

2. The photocopy that the court gives you must have:

   - An ***original*** court seal.
   - A signature (or signature stamp) of the judge.
   - A signature (or signature stamp) of the court clerk.

IMPORTANT:

✓ The "certified" copy must have an ***original*** court seal and a signature (or signature stamp) of the court clerk. It is the ***original*** seal and court clerk signature (certification) that make this a "certified" copy.

✓ Do not send us a copy where the court seal has been photocopied. The court seal must be an ***original*** seal.

✓ The court seal and signature must appear on the actual certified copy (either front or back) – and not on a blank sheet of paper.

✓ The "FILED / ENDORSED" stamp in the top right corner of the court order ***is not*** the court clerk's certification.

✓ You should keep a photocopy of the court order for your own file.

What happens to the sealed record?

Although the court may order a viewing of the original sealed birth certificate, the original birth certificate will remain sealed and is not open for public inspection.

What if I still have questions?

If you have read this pamphlet thoroughly and still have questions that were not answered, please call our Customer Service Unit at (916) 445-2684. If you are checking the status of your request, please wait until after the processing time has passed before contacting us.

Health and Safety Code Section 102705 states:

> *"All records and information specified in this article, other than the newly issued birth certificate, shall be available only upon the order of the superior court of the county of residence of the adopted child or the superior court of the county granting the order of adoption.*
>
> *"No such order shall be granted by the superior court unless a verified petition setting forth facts showing the necessity of the order has been presented to the court and good and compelling cause is shown for the granting of the order. The clerk of the superior court shall send a copy of the records and information it has concerning the adopted person with the name and address of the natural parents removed to the court. The court must review these records before making an order and the order should so state. If the petition is by or on behalf of an adopted child who has attained majority, these facts shall be given great weight, but the granting of any petition is solely within the sound discretion of the court.*
>
> *"The name and address of the natural parents shall be given to the petitioner only if he or she can demonstrate that the name and address, or either of them, are necessary to assist him or her in establishing a legal right."*

“Setting Aside” (Reversing) an Adoption

Is it possible to reverse an adoption?	In rare cases, it is possible a Superior Court will “set aside” (reverse) an adoption that has already been finalized. This will “reactivate” the original birth certificate, which was previously sealed and replaced as a result of the adoption.
How do I do this?	We suggest you contact a family law attorney for legal advice on this process. Our staff cannot provide legal advice, nor do we have information about the legal process.

Obtaining Non-Identifying Background Information On an Adoptee's Birth Parents

What kind of information is available?

You may be able to obtain some non-identifying background information about your birth parents from the State Department of Social Services (but only for adoptions that were finalized in California). The type of information available is:

- General facts (e.g., height, weight, ethnic background).
- Medical history.

Where can I get more information about this process?

- You can call (916) 651-8088 for prerecorded information.
- You can visit the Department of Social Services' website at www.childsworld.ca.gov/PG1314.htm.

How can I request this information?

Requests for this information must be made in ***writing*** to:

State Department of Social Services
Adoptions Support Unit
744 P Street, M.S. 8-12-31
Sacramento, CA 95814

Requests must include your name, birth date, and the full names of both of your adoptive parents. Your signature must be notarized by a notary public.

You can also request this information through the licensed adoption agency (some agencies may charge a fee for this service).

Where to Get Help in the Hunt

Locating Adoptee's Biological Parents and Family Members

California has a Mutual Consent Program that is administered by either the California Department of Social Services or the licensed public or private adoption agency that handled the adoption. Contact may be arranged between adult adoptees and birth parents if each has completed a Consent for Contact form, and siblings separated by adoption if each has completed a Waiver of Rights to Confidentiality for Siblings form. You may contact the State Department of Social Services, Adoptions Support Unit, or the adoption agency that handled the adoption for information and/or to obtain the consent and waiver forms.

There are hundreds of search and support groups across the United States for the parties involved in adoptions. They can easily be located on the Internet by using the search words "adoption registries," "adoption support groups," "adoption reunion registries," or various other combinations.

For those who do not have access to the Internet, the following organizations may be able to provide some help:

- The ***American Adoption Congress*** (AAC) is a non-profit organization that provides a forum for search and support groups. AAC acts as an umbrella to individuals, search support groups and consultants, adoption agencies, social workers, and mental health professionals. To get the name of a group in your area, or more information about this agency, contact:

  American Adoption Congress
  P.O. Box 42730
  Washington, DC 20015
  (202) 483-3399
  www.americanadoptioncongress.org

- The ***International Soundex Reunion Registry*** (ISRR) is a mutual-consent, no-fee reunion registry. Parties who sign the registry must be 18 years of age or older. To request a registration form, submit a self-addressed, stamped, business-size envelope to the address below. For more information about this agency, contact:

  International Soundex Reunion Registry
  P.O. Box 371179
  Las Vegas, NV 89137
  (888) 886-4777
  www.isrr.org

This information is correct as of September 2013.

SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF _____

PETITION FOR AUTHORIZATION TO INSPECT ADOPTION AND BIRTH RECORD INFORMATION

1. Petitioner's name:_____

   Petitioner's address: Street_____City_____

   State_____Zip Code_____

   My telephone number is (_____) _____

2. Child's adopted name:_____
   Date of birth: _____ Age now: _____
   Place of birth: _____

3. I am informed and believe that I was adopted by _____ and _____ on or about (date)_____, in the County of _____.

OR

4. I am informed that an adoption proceeding relating to (adoptee) _____ was completed in the County of _____ (if known), State of California, on or about (date) _____by _____and _____ , adoptive petitioners. My relation to said persons is as follows (state relation to adoptee and adoptive petitioners)
   _____
   _____.

5. I request permission to inspect (check one):
   ☐ a. The entire adoption file but NOT the birth parents' names
   ☐ b. The original birth record
   ☐ c. Other:
   _____
   _____

6. Explain why you need to inspect the adoption file/birth record:
   _____
   _____

WHEREFORE, I request an order of the Superior Court as required by Family Code Section 9200 and/or Health and Safety Code Section 102705 with respect to the records relating to the above proceeding.

_____

Signed (Petitioner)

SAMPLE ONLY

Family Code §9200(b) "Upon written request of any party to the proceeding and upon the order of any judge of the superior court, the clerk of the court shall not provide any documents referred to in this section for inspection or copying to any other person, unless the name of the child's birth parents or any information tending to identify the child's birth parents is deleted from the documents or copies thereof."
Health & Safety Code §102705 states that an adopted child's birth record can only be "…viewed for good and compelling cause…".

STATE OF CALIFORNIA)
COUNTY OF) SS VERIFICATION

I am the petitioner in the above matter. I have read the foregoing petition and know the contents thereof. I declare that the same is true of my own knowledge, except as to those matters which are therein stated upon my information and belief, and as to those matters, I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of _____, 2008, at _____, California.

(Signed) _____

SUBMIT COPIES AS FOLLOWS: Original and 1 copy if you checked 5a (Court File Only)

Original and 2 copies if you checked 5b (Birth Record)

APPLICABLE FOR 5a or 5C

COURT ORDER

The Court, having fully considered the verified petition ORDERS the Clerk to furnish Petitioner with a copy of the following documents, upon payment of any fees required by law.

_____

_____

Dated: _____ _____
Judge of the Superior Court

SAMPLE ONLY

TO BE SENT TO SACRAMENTO ONLY IF 5b IS REQUESTED

STATE DEPARTMENT OF SOCIAL SERVICES
Adoptions Branch
744 P Street, M/S 19-31
Sacramento, California 95814

The Original of the above petition was filed in the office for the undersigned on _____ _____. Please comply with the provisions of Section 102705 of the Health and Safety Code.

Executive Officer/Clerk of the Superior Court, State of California, County of _____.

Dated: _____ By: _____, Deputy.

Clerk's notation: Copy transmitted to the State Department of Social Services on _____.

JUDGE OF THE SUPERIOR COURT

Attached hereto are the records received by the undersigned from the State Department of Social Services after transmission of a copy of the above verified petition to said department.

Executive Officer/Clerk of the Superior Court, State of California, County of _____.

Dated: _____ By: _____, Deputy.

APPLICABLE FOR 5b ONLY AFTER THE COURT HAS REVIEWED SAID RECORDS RECEIVED FROM SOCIAL SERVICES.

COURT ORDER

The Court, having reviewed all of the attached records received from the State Department of Social Services and the foregoing verified petition and finding that good and compelling cause exists, now makes the following ORDER. The Bureau of Vital Statistics shall furnish Petitioner with a copy of the original birth record upon payment of the fees required by law.

Dated: _____

Distribution: Original – Court File
Duplicate – Clerk's Office Copy or Transmittal Copy to State Department of Social Services
Triplicate – Applicant's Copy for certification for State Department of Social Services after request and order for 5b is signed.

_____
Judge of the Superior Court

SAMPLE ONLY

COURT REPORT OF ADOPTION

NO ERASURES, WHITEOUTS, PHOTOCOPIES, OR ALTERATIONS

STATE FILE NUMBER

LOCAL REGISTRATION NUMBER

TYPE OR PRINT CLEARLY IN BLACK INK ONLY

SAMPLE

PART I

The information provided in this section must be the information as it was at birth. Without this data, it may be impossible to prepare a new Certificate of Birth.

FACTS OF BIRTH

1A. NAME OF CHILD—FIRST | 1B. MIDDLE | 1C. LAST (BIRTH)

2. SEX | 3. DATE OF BIRTH—MM/DD/CCYY | 4. NAME OF PHYSICIAN (OR ATTENDANT, CERTIFIER, OR OTHER PERSON WHO ATTENDED THIS BIRTH)

5A. PLACE OF BIRTH—NAME OF HOSPITAL OR FACILITY | 5B. CITY | 5C. STATE OR COUNTRY

PARENTS' DATA

6A. FULL NAME OF FATHER/PARENT—FIRST | 6B. MIDDLE | 6C. LAST (BIRTH)

7A. FULL NAME OF MOTHER/PARENT—FIRST | 7B. MIDDLE | 7C. LAST (BIRTH)

PART II

Adoptive parents must furnish personal information about themselves as it was on the child's date of birth. This information is used to prepare the new Certificate of Birth.

FATHER/ PARENT INFORMATION

CHECK THE APPROPRIATE BOX: ADOPTIVE FATHER/PARENT ☐ **BIOLOGICAL FATHER/PARENT** ☐

8A. NAME OF FATHER/PARENT—FIRST | 8B. MIDDLE | 8C. LAST (BIRTH)

9. STATE/FOREIGN COUNTRY OF BIRTH | 10. DATE OF BIRTH—MM/DD/CCYY

MOTHER/ PARENT INFORMATION

CHECK THE APPROPRIATE BOX: ADOPTIVE MOTHER/PARENT ☐ **BIOLOGICAL MOTHER/PARENT** ☐

11A. NAME OF MOTHER/PARENT—FIRST | 11B. MIDDLE | 11C. LAST (BIRTH)

12. STATE/FOREIGN COUNTRY OF BIRTH | 13. DATE OF BIRTH—MM/DD/CCYY

14. **PLEASE CHECK ONE**

I want the original birth certificate sealed, and a new birth certificate established. . . . . ☐

Pursuant to Health and Safety Code Section 102640, I choose not to have a new birth certificate established. . . . . ☐

15. Do you want the name of the hospital or other facility where birth occurred omitted from the new birth certificate as provided for in Section 102645 of the Health and Safety Code? (PLEASE CHECK ONE)

YES ☐ NO ☐

VERIFICATION OF PART II

16. SIGNATURE OF PARENT VERIFYING DATA IN PART II ▶

17. MAILING ADDRESS OF PARENT VERIFYING DATA IN PART II

AGENCY OR DEPARTMENT

18A. NAME OF AGENCY OR DEPARTMENT | 18B. MAILING ADDRESS OF AGENCY/DEPARTMENT THAT INVESTIGATED/HANDLED THE ADOPTION

ATTORNEY

19A. SIGNATURE AND PRINTED NAME OF ATTORNEY ▶

19B. MAILING ADDRESS OF ATTORNEY

PART III

The court clerk must obtain as much information as is available to complete Parts I and II before completing Part III and forwarding the record and Court Order/Final Decree to the State Registrar as required by law.

COURT CLERK

20. I HEREBY CERTIFY THAT THE INDIVIDUAL DESCRIBED ABOVE WAS ADOPTED BY THE ABOVE NAMED ADOPTIVE PARENTS ON THE _____ DAY OF _____, 20_____, AS SET FORTH IN THE DECREE OF ADOPTION MADE ON THAT DATE IN CASE NUMBER _____

21A. NEW NAME AS SET FORTH IN THE DECREE OF ADOPTION--FIRST | 21B. MIDDLE | 21C. LAST

22. SIGNATURE AND SEAL OF COURT CLERK ▶ | BY:

23. CLERK IN AND FOR THE COUNTY OF: | 24. DATE SIGNED—MM/DD/CCYY | 25. DATE PETITION FOR ADOPTION FILED—MM/DD/CCYY

NAME AND MAILING ADRESS OF PERSON TO WHOM CERTIFIED COPY IS TO BE SENT

NAME

ADDRESS—Street and Number | CITY, STATE, ZIP CODE | DAYTIME TELEPHONE NUMBER ( )

GENERAL INFORMATION

The Court Clerk shall complete and transmit a court report of adoption to the Office of Vital Records for each decree of adoption granted by any court in the State of California.

The Office of Vital Records shall transmit court reports of adoptions for births that occurred in another state, the District of Columbia, any territory of the United States, or Canada to the appropriate registration authority.

The information contained in Part I and Part II of this certificate is required in order to identify and seal the original birth certificate and prepare a new birth certificate. Once the original birth certificate is sealed, it is only available upon order of a Superior Court.

INSTRUCTIONS

SAMPLE

The agency or department handling the adoption should fill out Parts I and II, but the Court Clerk may complete any incomplete items in Part I or Part II from the information furnished in the court record.

When requested by the adoptive parents, the Office of Vital Records shall ***not*** establish a new birth certificate for the child. (Health & Safety Code Section 102640.) The adoptive parents should indicate in Item 14 whether they DO want a new birth certificate established (by checking the "Yes" Box) or whether they DO NOT want a new birth certificate established (by checking the "No" Box).

The adoptive parents may request the Office of Vital Records to omit the specific name and address of the hospital or other facility where the birth occurred by checking the "Yes" Box in Item 15. (Health & Safety Code Section 102645.)

A deceased spouse of an adopting single parent can be listed on the new birth certificate if both adopting parents were in the home at the time of the initial placement of the child for adoption. Refer to Health & Safety Code Section 102660 for additional requirements.

One of the adopting parents should verify the information in Part II, sign in Item 16, and enter his or her mailing address in Item 17. The name and address of the agency or department and the attorney handling the adoption should be entered in Items 18 and 19.

The applicable fee shall be paid to the Court Clerk at the time of filing the petition in an adoption proceeding for the services required by statute of the State Registrar. (Health & Safety Code Section 103730.)

For cases in which the petition for adoption was filed on or after January 1, 1972, and the individual was born in California or a foreign country, a certified copy of the new birth record will be furnished without additional fee as provided in Health & Safety Code Section 102710.

For adoptions that occurred prior to January 1, 1972, or in another state, a fee must be submitted for processing the new birth certificate, which includes one certified copy.

Additional certified copies may be obtained from the Office of Vital Records, but there is an additional fee for each additional certified copy requested. Please contact the Office of Vital Records for the current fees, or visit our website at www.cdph.ca.gov. Please do not order additional copies until you have reviewed the original copy for accuracy. The mailing address for the Office of Vital Records is:

California Department of Public Health
Office of Vital Records
MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS APPLICATION

As part of statewide efforts to prevent identity theft, California law (Health and Safety Code Section 103526) permits only authorized individuals as listed on the application to receive certified copies of birth records. All others will be issued **Certified Informational Copies** marked with the legend, **"Informational, Not A Valid Document to Establish Identity."**

Please indicate the type of certified copy you are requesting:

☐ I would like a **Certified Copy.** This copy will establish the identity of the registrant. (To receive a Certified Copy you **MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT** by selecting from the list below **AND COMPLETE THE ATTACHED SWORN STATEMENT** declaring that you are eligible to receive the Certified Copy. The Sworn Statement **MUST BE NOTARIZED** if the application is submitted by mail **unless you are a law enforcement or local or state governmental agency**.)

☐ I would like a **Certified Informational Copy.** This document will be printed with a legend on the face of the document that states, "**INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY**."

(A Sworn Statement does not need to be provided.)

NOTE: Both documents are certified copies of the original document on file with our office. With the exception of the legend and redaction of signatures and Social Security Number, the documents contain the same information.

Fee: **$25 per copy** (payable to CDPH Vital Records). **PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).

PLEASE ATTACH CHECK HERE

To receive a **Certified Copy** I am:

☐ The registrant (person listed on the certificate) or a parent or legal guardian of the registrant. **(Legal guardian must provide documentation.)**

☐ A party entitled to receive the record as a result of a court order or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code. **(Please include a copy of the court order.)**

☐ A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. **(Companies representing a government agency must provide authorization from the government agency.)**

☐ A child, grandparent, grandchild, brother or sister, spouse, or domestic partner of the registrant.

☐ An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.

☐ Appointed rights in a power of attorney, or an executor of the registrant's estate. **(Please include a copy of the power of attorney, or supporting documentation identifying you as executor.)**

APPLICANT INFORMATION (PLEASE PRINT OR TYPE) Today's Date:

Agency Name (If Applicable)	Agency Case Number	Inmate ID Number
Print Name of Applicant	Signature of Applicant	Purpose of Request
Mailing Address – Number, Street	Amount Enclosed – **DO NOT SEND CASH** $ _____ Check $ _____ Money Order	Number of Copies

City		Name of Person Receiving Copies, if Different from Applicant		
State/Province	ZIP Code	Mailing Address for Copies, if Different from Applicant		
Daytime Telephone (include area code) ( )	Country	City	State	ZIP Code

BIRTH RECORD INFORMATION (PLEASE PRINT OR TYPE) Adopted: ☐ No ☐ Yes (If Yes, see #4 on Page 2)

Complete the information below as shown on the birth record, to the best of your knowledge.

FIRST Name	**MIDDLE** Name	**LAST** Name
City of Birth (must be in California)		County of Birth
Date of Birth – MM/DD/CCYY (If unknown, enter approximate date of birth)		Sex ___Female ___Male
Father/Parent FIRST Name	**MIDDLE** Name	**LAST** Name (Before Marriage/Domestic Partnership)
Mother/Parent FIRST Name	**MIDDLE** Name	**LAST** Name (Before Marriage/Domestic Partnership)

INFORMATION:

Birth records have been maintained in the California Department of Public Health Vital Records since July 1, 1905.
The name required on Vital Records (see Items 1C, 6C, 7C, 9C, and 12C) is the name given at birth, or a name received through adoption, court-ordered name change, or naturalization. AKAs (Also Known As) and assumed names cannot be entered as the legal name on the birth record.

INSTRUCTIONS:

1. **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a birth record to establish identity of the registrant (person listed on the certificate). (Page 1 identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."

   Confidential Information on Birth Record: some individuals have special needs for a birth certificate that contains the confidential information provided at the time the birth record was prepared. This confidential information may be used to establish ethnicity, to provide health background, or for other personal reasons. For information on how to obtain a birth certificate containing the confidential information, please refer to the **Birth Record** section of our website at: www.cdph.ca.gov. Only specific individuals may obtain confidential copies.

2. Complete a separate application for each birth record requested.

3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Birth Record Information** section, provide all the information you have available to identify the birth record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.

4. **If the registrant has been adopted**, make the request in the **adopted** name. If the registrant was born outside the United States and re-adopted in California, mark the "Yes" box and complete the application with the adopted information. (If you are requesting a copy of the **original** birth certificate, you **must** provide a court order releasing the original sealed record.)

5. **SWORN STATEMENT:**

   - The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the birth record and identify their relationship to the registrant – the relationship must be one of those identified on Page 1.
   - If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) **Law enforcement and local and state governmental agencies are exempt from the notary requirement**.
   - You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the birth record.

6. Submit $25 for **each** copy requested. If no birth record is found, the fee will be retained for searching for the record (as required by law) and a "Certificate of No Public Record" will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check or postal or bank money order (International Money Order for out-of-country requests) made payable to **CDPH Vital Records**. **PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH** (CDPH cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered).

7. Mail completed applications with the fee(s) to:

California Department of Public Health
Vital Records – MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410
(916) 445-2684

SWORN STATEMENT

I, _____, declare under penalty of perjury under the laws of the State of California,
(**Applicant's** Printed Name)

that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):

Name of Person Listed on Certificate	**Applicant's Relationship to Person Listed on Certificate** **(Must Be a Relationship Listed on Page 1 of Application)**

(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)

Subscribed to this _____ day of _____, 20___, at _____, _____.
(Day) (Month) (City) (State)

_____
(**Applicant's** Signature)

Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgment below. The Certificate of Acknowledgment must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)

County of _____)

On _____ before me, _____, personally appeared _____,
(insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.
(SEAL)

_____
SIGNATURE OF NOTARY PUBLIC