

## APPLICATION TO REQUEST A NEW BIRTH CERTIFICATE AFTER ADOPTION

When a child is adopted through an Alabama court, the court forwards the order of adoption and information showing the child's new name and the names of the new parents to the Center for Health Statistics in Alabama. Upon receipt of the information, the Center for Health Statistics will do one of the following depending upon where the child was born:

### **IF THE ADOPTED CHILD WAS BORN IN ALABAMA:**

- The Center for Health Statistics will prepare a new birth certificate for the child showing the new names.
- The fee to prepare the new certificate of birth after adoption is \$25.00 which includes one certified copy of the new record. Additional copies of the same record ordered at the same time are \$6.00 each. There is an additional fee of \$15.00 to expedite a request.
- To obtain a copy of the child's new birth certificate, complete the application form below. **Valid identification must be submitted with a request for a new Alabama birth certificate after adoption.** See the identification requirements on the reverse side.

### **IF THE ADOPTED CHILD WAS BORN IN ANOTHER STATE:**

- The new birth certificate for the child must be prepared in the state where the child was born.
- The fee for the Center for Health Statistics to forward the order of adoption to the child's state of birth is \$10.00.
- Upon receipt of the fee, the Center for Health Statistics will forward the court order of adoption and the information showing the new name to the appropriate vital records office in the state where the child was born.
- You will need to contact the state of birth for a copy of the new certificate.

Make check or money order payable to "Center for Health Statistics." Do not send cash. **Fees are non-refundable. Complete the application below and send with the required documents and appropriate fee to:**

**Center for Health Statistics  
Attn: Adoptions  
P.O. Box 5625  
Montgomery, Alabama 36103-5625**

Please allow 2-4 weeks after the court action has been completed before mailing your request, valid identification (if requesting an Alabama birth certificate) and fee. If this is an adult adoption or you have additional questions, call 334.206.2637. Visit our website at [www.alabamapublichealth.gov/vitalrecords](http://www.alabamapublichealth.gov/vitalrecords).

**IF THE CHILD WAS BORN IN A FOREIGN COUNTRY, DO NOT COMPLETE THIS FORM.** Call 334.206.2637 for additional information and appropriate forms.

FULL NAME OF CHILD BEFORE ADOPTION (IF KNOWN) \_\_\_\_\_  
First Middle Last

FULL NAME OF CHILD AFTER ADOPTION \_\_\_\_\_  
First Middle Last

STATE OF BIRTH \_\_\_\_\_ COUNTY OF BIRTH \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_

FULL NAME OF ADOPTIVE MOTHER/PARENT  
BEFORE FIRST MARRIAGE \_\_\_\_\_

FULL NAME OF ADOPTIVE FATHER/PARENT  
BEFORE FIRST MARRIAGE \_\_\_\_\_

### **APPLICANT SECTION (THIS SECTION MUST BE COMPLETED)**

If Alabama Birth, Amount  
Number of Copies \_\_\_\_\_ Enclosed \$ \_\_\_\_\_

**Valid identification must be submitted with a request to change a birth certificate. Anyone falsely applying for a record is subject to a penalty upon conviction of up to three months in the county jail or a fine of up to \$500. (Code of Alabama 1975, § 13A-10-109). By signing, you are certifying you have a legal right to the record requested.**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Your Name \_\_\_\_\_

Your Relationship to Child \_\_\_\_\_

Mail to Name (if Different from You) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

I allow the following individual to receive the certificate(s) \_\_\_\_\_

## IDENTIFICATION REQUIREMENTS FOR RESTRICTED ALABAMA VITAL RECORDS

Identification is required of any applicant requesting a restricted Alabama vital record (birth certificate less than 125 years from the date of birth or death certificate less than 25 years from the date of death). The applicant must submit a completed request and **one** form of identification from the **Primary ID** list below. In the event the applicant is unable to provide identification from the Primary ID list, he/she may provide **two** different forms of identification from the **Secondary ID** list.

If the applicant designates another individual to pick up a restricted certificate on his/her behalf, both the applicant **and** the designee must provide acceptable identification.

The completed request, as well as a copy of all identification submitted, will be maintained by the vital records office which processes the request.

<b>Primary IDs Including PHOTO</b> <b>(need at least one, current, expired no more than 60 days)</b>	<b>Secondary IDs</b> <b>(need at least two)</b>
<ul style="list-style-type: none"> <li>- Alabama Driver's License</li> <li>- Out-of-State Driver's License</li> <li>- State-Issued Non-Driver ID</li> <li>- U.S. or Foreign Passport</li> <li>- U.S. Certificate of Naturalization</li> <li>- Certificate of Citizenship</li> <li>- U.S. Military ID</li> <li>- Work ID (If applicant is employee of agency/company making request)</li> <li>- Alien Resident Card (Temporary or Permanent)</li> <li>- U.S. Employment Authorization Card</li> <li>- Citizenship ID Card</li> <li>- Tribal ID</li> <li>- Pilot's License</li> <li>- Boating License</li> <li>- Concealed Weapons License</li> <li>- Ex-Felon ID</li> <li>- Inmate ID issued by the U.S. Dept of Justice w/ following documentation:               <ul style="list-style-type: none"> <li>o Supporting documents from institution if inmate is still in custody, letter of release from institution if inmate has been released</li> </ul> </li> <li>- School ID (Must include current school term)</li> <li>- Alabama Voter Identification Card</li> </ul>	<ul style="list-style-type: none"> <li>- Expired, Government-Issued ID</li> <li>- Utility Bill (No more than 6 months old)</li> <li>- Work ID (If applicant is making personal request)</li> <li>- Vehicle Registration or Vehicle Title</li> <li>- Property Tax Bill</li> <li>- Military Discharge (DD Form 214)</li> <li>- Voter Registration Card</li> <li>- Health Insurance Card</li> <li>- Social Security Correspondence (not Card)</li> <li>- U.S. Selective Service Card</li> <li>- Recent DMV Receipt for Fines Paid</li> <li>- Fishing or Hunting License</li> <li>- Copy of Police Report or other official documents which support theft, in cases where individual's ID has been stolen</li> <li>- Autism Spectrum Card</li> <li>- Immunization (Shot) Record</li> </ul> <p><i>*In special cases where applicant is unable to provide any of these documents, please contact CHS at 334.206.5418.</i></p>