



REPORT OF ADOPTION

PART 1 - ADOPTEE'S INFORMATION

The information in this section must be given as it was *before* the adoption, if known. Without this information it may be impossible to locate and amend the adoptee's birth record.

Adoptee	Adoptee First Name	Adoptee Middle Name	Adoptee Last Name	
	Adoptee Date of Birth	Adoptee Place of Birth (City or Hospital)	Adoptee State of Birth	Adoptee Sex
Birth Parents	Birth Parent #1 First Name	Birth Parent #1 Middle Name	Birth Parent #1 Last - Maiden Name	
	Birth Parent #2 First Name	Birth Parent #2 Middle Name	Birth Parent #2 Last - Maiden Name	

PART 2 - ADOPTIVE PARENTS' INFORMATION

Adopting parents must furnish the following information on themselves. The information will be used to prepare a new birth certificate. **PLEASE DO NOT USE INITIALS.**

PARENT (1) INFORMATION				
Check the Appropriate Box: <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Biological Parent				
First Name	Middle Name	Last Name	Last Name - Prior to First Marriage	
Date of Birth	Place of Birth (State or Country)	Current Occupation (type of work - not employer)	Social Security Number	
Residence at the Time of Adoptee's Birth	State	County	City or Town	
	Street Address		ZIP Code	Inside City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Mailing Address (Street, City, State & ZIP)			Telephone Number	
PARENT (2) INFORMATION				
Check the Appropriate Box: <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Biological Parent				
First Name	Middle	Last	Last Name - Prior to First Marriage	
Date of Birth	Place of Birth (State or Country)	Current Occupation (type of work - not employer)	Social Security Number	
SIGNATURE OF PARENT VERIFYING INFORMATION IN PART 2 IS CORRECT				
First Name (print)	Last Name (print)	Signature of Parent Verifying Information		
ATTORNEY OF RECORD INFORMATION				
First Name	Last Name	Phone Number	Mailing Address (Street, City, State & ZIP)	

PART 3 - COURT CLERK'S CERTIFICATION

The clerk of the court requires all available information in Parts 1 and 2 above, before completing and certifying Part 3.

I hereby certify that the child identified above was adopted by the above-named parent(s) on the _____ day of _____, 20____ and is now to bear the name of _____ (Do Not Use Initials) as set forth in the decree of adoption made on that day in case number _____ in _____ County, Nevada.

Signature and Seal of County Clerk _____

Date Signed _____

PART 4 - MAILING COMPLETED NEW BIRTH CERTIFICATES (REQUIRED):

When completed, the new birth certificate will be mailed to the following person and address:

Addressee's First Name	Addressee's Last Name		
Addressee's Mailing Address or P.O. Box	State	ZIP	



Instructions

Please submit all necessary documentation as detailed below with payment to process your adoption request.

Part 1: Adoptee's Information

The information in this section must be given as it was at the time of birth (before the adoption) to locate the birth record.

- Name of Adoptee at the time of birth – No Initials
- Adoptee's Birth Information
- Birth Parents' Information – No Initials

Part 2: Adopting Parents' Information

Please enter the adoptive parents' information.

- Do not use initials as this will cause your paperwork to be returned.
- Enter the last name prior to first marriage. Please do not leave it blank.
- In the Occupation field, enter the type of work – not the employer of the adoptive parents. Without the adoptive parents' occupational data, the birth parents' occupations will remain on the birth record.
- Enter current complete mailing address including city, state and ZIP code.
- Enter Parent 1's full address at the time of the Adoptee's birth.
- Signature of parent verifying the information in Part 2 is correct.
- Attorney of Record's information. This is the person that is assisting with the adoption.

Part 3: Court Clerk's Authorization

The court clerk will complete Part 3.

Part 4: Address to Return Completed Certificate (Required)

The new birth certificate will be mailed to the current address listed in Part 2 unless a different address is requested in Part 4. Please allow four to six weeks (4-6) weeks to process your request.

Required Documentation (Must be included with the Report of Adoption):

- For adoptees born and adopted in **Nevada and/or in another state**, submit each of the following:
 - Report of Adoption and certificate by the court clerk
 - Certified U.S. District Court Order Decree of Adoption
 - Proper Filing Fee (see below)
- For adoptees born in a **foreign country**, other than Canada and adopted in Nevada, submit each of the following:
 - Report of Adoption
 - Certified U.S. District Court Order Decree of Adoption
 - Evidence the adoptive parents are Nevada Residents such as an original utility bill.
 - Proof the adoptee is a U.S. Citizen.
 - Proper Filing Fee

General Information

- Common Reasons for Rejections: Cross-outs, white outs, corrections or lack of payment
- Fees: Filing Fee \$45.00 (Includes one (1) certified copy of the amended birth record.)
- Additional Copies \$25.00 each.
- Mail Documents and Fees to:

Office of Vital Records & Statistics
Attn: Adoptions
4150 Technology Way, Ste 104
Carson City, Nevada 89706

- For More Information: Visit the website at <http://dpbh.nv.gov/Programs/VitalRecords/> or call the Office of Vital Records and Statistics at (775) 684-4242.

(Revised 2/06/2020)

