

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Division of Public and Behavioral Health

Helping people. It's who we are and what we do.



# **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's First Name Adoptee's Middle Name Adoptee's Last Name Adoptee Adoptee's Date of Birth Adoptee's Place of Birth (City or Hospital) Adoptee's State of Birth Adoptee's Sex Birth Parent 1's First Name Birth Parent 1's Middle Name Birth Parent 1's Last - Maiden Name Birth Parents Birth Parent 2's First Name Birth Parent 2's Middle Name Birth Parent 2's 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. DO NOT USE INITIALS. **PARENT (1) INFORMATION** Check the Appropriate Box: Adoptive Parent or 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 Street Address City or Town Residence at the Time of Adoptee's ZIP Code Inside City Limits? State Countv Birth $\Box$ Yes or $\Box$ No Current Mailing Address (Street, City, State & ZIP) Telephone Number **PARENT (2) INFORMATION** Check the Appropriate Box: Adoptive Parent or 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 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 (REQUIRED): 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 (First, Middle & Last - Do Not Use Initials) as set forth in the decree of adoption made on that day in case number in County in the State of Signature and Seal of County Clerk Date Signed Email Address PART 4 – MAILING COMPLETED NEW BIRTH CERTIFICATES: When completed, the new birth certificate will be mailed to the following person and address. Telephone Number Addressee's First Name Addressee's Last Name



Addressee's Mailing Address or P.O. Box

State

ZIP

Citv

# 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's full address at the time of the Adoptee's birth. (This address will appear on the new birth certificate.)
- 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 and certify 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 to process your request.

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

- For adoptees born in Nevada and adopted in Nevada 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:
  - Certified 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 such as a US passport or certificate of citizenship
  - Adoptee's original birth certificate, certified translation required if not in English
  - Proper Filing Fee

### **General Information**

- <u>Common Reasons for Rejections</u>: Copies rather than originals, lack of payment, cross-outs, and white outs or corrections
- Fees: Filing Fee \$45.00 (includes one certified copy of the amended birth record)
- Additional Copies are \$25.00 each
- Mail documents and fees to:

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

 For more information, visit the website at <u>http://dpbh.nv.gov/programs/vitalrecords/</u> or call the Office of Vital Records and Statistics at (775) 684-4242.

(Revised 11/30/2020)

