

INSTRUCTIONS FOR GETTING A NEW BIRTH CERTIFICATE FOLLOWING A TRIBAL COURT ADOPTION ORDER

The State of Alaska will recognize tribal adoptions that are finalized through either (1) the Cultural Adoption Packet or (2) a **Tribal Court Adoption Order**.

These instructions describe how to get a new birth certificate from Alaska's Health Analytics and Vital Records (formally Bureau of Vital Statistics) after a Tribe has issued a **Tribal Court Adoption Order**.

These rules apply if the child was **BORN IN ALASKA**.
If your court handled an adoption for a child born in another state,
you will need to find out the process for that state.
Each state's rules are different.

If the Tribe issued a **Tribal Court Order**, it DOES NOT need to fill out the cultural adoption packet. **INSTEAD**, it should mail the following three items to the Health Analytics and Vital Records.

1. REQUEST FOR SUBSTITUTE BIRTH CERTIFICATE (ADOPTION)

This is a State of Alaska form, available from the Health Analytics and Vital Records. A blank copy is attached. Be sure that EVERY box is completely filled in. This form must be signed by each adoptive parent.

2. CERTIFIED COPY OF THE TRIBAL COURT ADOPTION ORDER

This is the written order from the tribal court approving the adoption, signed by the judge or judges. The order may also be called a "decree." A sample order is attached, but your tribal court can write its order however it wants, as long as it provides the basic information about the adoption:

- The child's birthday, original name, and (if different) adoptive name
- The original parents' names, and - if they are alive - how the Tribe notified them of the adoption
- The adoptive parent(s) names
- When the adoption hearing was held, and who attended

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A "certified copy" means a copy of the original document that has been certified to be a true and correct copy of the original by an official like a court clerk, judge, or a notary. A stamp or a seal is not necessary for a copy to be certified. The following is an example of a court certification:

I certify that this is a true and correct copy of
an original document on file in the tribal court.
Date:
Signature of Clerk:

3. FEE OF \$60.

This fee covers the cost of processing and preparing a new birth certificate. It can be paid by money order, check, or credit card. Checks must be preprinted with your name and address. There is a \$30.00 NSF fee for returned checks. Checks should be made out to "Alaska Vital Records Office".

If paying by credit card, provide the following information:

Name on Credit Card:

Billing Address:

Credit Card Number:

Expiration Date:

Visa MasterCard Discover

Cardholder signature (required):

You may submit these documents by mailing them to:

Alaska Vital Records Office

P.O. Box 110675

Juneau AK 99811-0675

If you have questions for the Health Analytics and Vital Records, their number is (907) 465-3391.





STATE OF ALASKA
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
Bureau of Vital Statistics
5441 Commercial Blvd
Juneau, AK 99801

REQUEST FOR SUBSTITUTE BIRTH CERTIFICATE
ADOPTION

	1. NAME OF CHILD AS SET FORTH IN THE DECREE	FIRST	MIDDLE	LAST
	2. PLACE ADOPTION GRANTED	3. DATE GRANTED <i>(Final decree entered in court)</i>		4. NUMBER OF PERSONS ADOPTING CHILD
PART I	PLEASE FURNISH INFORMATION AS TAKEN FROM ORIGINAL BIRTH RECORD. THIS INFORMATION IS NECESSARY TO LOCATE ORIGINAL BIRTH CERTIFICATE.			
CHILD	5. NAME OF CHILD--FIRST	MIDDLE NAME	LAST NAME	5a. SEX
	6. DATE OF BIRTH	7. CITY OF BIRTH		8. STATE OF BIRTH
NATURAL PARENTS DATA	9. NAME OF MOTHER--FIRST	MIDDLE NAME	LAST NAME	MAIDEN NAME
	10. MOTHER'S SOCIAL SECURITY NO.	11. RACE	12. FATHER'S SOCIAL SECURITY NO.	13. RACE
	14. NAME OF FATHER--FIRST	MIDDLE NAME	LAST NAME	
PART II	PLEASE ENTER INFORMATION BELOW AS IT IS TO APPEAR ON THE NEW BIRTH RECORD.			
FATHER	15. NAME OF FATHER--FIRST	MIDDLE NAME	LAST NAME	
	<input type="checkbox"/> Adoptive <input type="checkbox"/> Natural	16. RACE	17. DATE OF BIRTH	18. STATE OF BIRTH <i>(If not in U.S.A., name country)</i>
				19. SOCIAL SECURITY NUMBER
	20. IS ADOPTIVE FATHER MARRIED TO NATURAL MOTHER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
MOTHER	21. NAME OF MOTHER--FIRST	MIDDLE NAME	LAST NAME	MAIDEN NAME
	<input type="checkbox"/> Adoptive <input type="checkbox"/> Natural	22. RACE	23. DATE OF BIRTH	24. STATE OF BIRTH <i>(If not in U.S.A., name country)</i>
	26. MOTHER'S RESIDENCE AT TIME OF CHILD'S BIRTH:			25. SOCIAL SECURITY NUMBER
	26 b. CITY	26c. STATE	26d. ZIP CODE	26e. INSIDE CITY LIMITS? <input type="checkbox"/> YES <input type="checkbox"/> NO
	27. IS ADOPTIVE MOTHER MARRIED TO NATURAL FATHER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PART III	28. a CURRENT MAILING ADDRESS STREET			28. b PO Box
	28. c CITY		28d. STATE	
	28. e ZIP CODE		28. f Telephone Number Area Code ()	
	28. g Signature of Adoptive Parent(s) _____ _____			
	IMPORTANT: With this form the following checked item(s) must be submitted:			
	<input type="checkbox"/> 1. Certified copy of the Report of Adoption or Decree of Adoption.			
	<input type="checkbox"/> 2. \$60.00 for preparation and certified copy of a new birth certificate following adoption.			

Guide to filling out the
REQUEST FOR SUBSTITUTE BIRTH CERTIFICATE

<p>1. Name of child set forth in the decree</p>	<p>This is what the child’s adoptive name will be. The Tribe can decide whether the child will keep his/her original name or receive a new name</p>
<p>PART I</p>	<p>This section asks for the information that is in the ORIGINAL birth certificate. The “natural parents” refer to the child’s biological or legal parents.</p>
	<p>If the father is unknown, put “unknown”</p>
<p>Part II</p>	<p>This section asks for the information that will be in the NEW birth certificate.</p>
	<p>If there will only be one adoptive parent, only fill out the information for that parent.</p>
<p>Part III</p>	<p>Fill out the mailing address and telephone number for the adoptive parent(s). The Bureau will mail the new birth certificate to that address.</p>
	<p>If there is only one adoptive parent, that parent must sign at the bottom under “28.g”</p> <p>If there are two adoptive parents, both parents must sign at the bottom under “28.g”</p>