IOWA | Health and Human Services

# Certificate of Adoption Report

## **Certificate of Adoption Report –** Instructions and General Information

**All items on the form must be completed properly and accurately. Type or print legibly in black or dark blue permanent ink. Do not use erasures or correction fluid/tape.** Submit the completed report promptly to ensure timely re- establishment of a new birth certificate for the adoptee.

**Attorney:** Complete all items in the first three sections of this form. Please proof this report before filing it with the Clerk of District Court in the county of adoption. An error necessitating a further correction to the certificate will require an additional $15.00 processing fee.

Submit the appropriate fee payments with the report when submitting it to the Clerk of District Court.

**Clerk of District Court:** Review the form to ensure that the attorney has properly completed the first three sections and remitted the appropriate fees. Complete the certification section per the court order for the final decree of adoption. Forward the completed form and fees promptly in the pre-addressed, postage-paid envelopes with the Clerk's weekly transmittals to the state vital records registrar, or by regular mail to:

Iowa HHS
Bureau of Health Statistics
Lucas State Office Bldg., 1st Floor
321 E 12th St., Des Moines, IA 50319-0075

**Fees:** Total fees for regular adoption = $35.00. A $15.00 processing fee is required to file a Certificate of Adoption Report and prepare a new birth certificate for a child born in the State of Iowa. An additional $20.00 fee is also required for each certified copy of the new record.

Errors due to inaccurate reports will require an additional $15.00 fee to correct the re-established birth certificate.

All fees for Iowa-born adoptees are payable by check or money order to Iowa HHS. **Clerks shall not collect fees by cash or electronic payment.**

Fees are not collected at this time if the child was born outside of Iowa, except for foreign-born children being re- adopted in Iowa. Adoptions of foreign-born children require an additional $15.00 registration fee (resulting in fees totaling $50.00).

**Timeline.** Processing the amendment request should be completed within approximately 4-6 weeks after receipt, unless additional supporting documents are required.

**New Certificate Established – IOWA births only:** The Bureau of Health Statistics and Vital Records will prepare a new certificate of birth to be filed in place of the original birth certificate. The new birth certificate will bear the name of the child as indicated in the decree of adoption and the adopting parents' information will replace that of the biological parents. The form and content of the new birth certificate will be similar to the original birth certificate. Certified copies of the new birth certificate will be available only from the state Bureau of Health Statistics and Vital Records.

**Original Record Sealed – IOWA births only:** The original birth certificate, the Certificate of Adoption Report, and any other related information will be sealed in a docket file. Thereafter, the contents may not be referred to except by the state registrar for administrative purposes or as ordered from the judicial court in the county of adoption.

The County Registrar of Vital Records in the county of birth will be ordered to seal the original birth record that had been filed in their office, making the record unavailable for issuance or public viewing at the local level. Records on file at the state vital records office are not open for public viewing and are issued only to entitled persons (i.e., immediate legal family members, legal representative, or legal guardian).

After the adoption, biological parents are no longer considered “legal” family members and no longer have entitlement to the adoptee’s birth certificate.

**Adoptees Born Outside of Iowa:** Only births occurring within the State of Iowa may be on file in Iowa. The Iowa Bureau of Health Statistics and Vital Records will forward all reports of adoption for persons born outside of Iowa to the proper state of birth and the new birth certificate will be established there. The attorney handling the case will be notified that the adoption report has been forwarded and that the state of birth will contact them regarding the fee payment requirements.

**Adoptees Born in a Foreign Nation:** When issuing an adoption decree which is based on a decree issued by a foreign jurisdiction, follow all instructions for completing this form. Additionally, mark the checkbox above Child’s Information to confirm that a foreign adoption decree was submitted to confirm the adoption per Iowa Code § 600.15.

**For More Information and Forms: For more information**, contact any Clerk of District Court office, or the Bureau of Health Statistics and Vital Records at (515) 725-2566.

**For forms**, go to the portal webpage set up for Clerks of Court to download and print the form.

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Bureau of Health Statistics and Vital Records

# Certificate of Adoption Report

For State Office Use Only Certificate # _____ Date Completed _____

**Complete all items.** Type or print legibly in black or dark blue permanent ink. Do not use erasures or correction fluid/tape.

☐ Check box if readopting or confirming a foreign-born adoption pursuant to Iowa Code § 600.15

**Child's information before adoption** This information is needed to locate and verify the proper record

| Child's First Name | Middle Name | Last Name (surname) | Suffix (Jr., Sr., II, III, IV) |
|---|---|---|---|
| | | | |

| **Sex** | **Date of Birth** Month Day Year | **Place of Birth** City | County | State |
|---|---|---|---|---|
| | | | | |

| Place of Birth (Hospital Name) |
|---|
| |

Birth Mother's Information

| First Name | Middle, if any | Last Name (surname) Before Any Marriage | Current Last Name |
|---|---|---|---|
| | | | |

**Child's Name as Set Forth in The Adoption Decree:** Do **not** leave blank. This information is needed to establish the new birth certificate.

| Child's First Name | Middle Name | Last Name (surname) | Suffix (Jr., Sr., II, III, IV) |
|---|---|---|---|
| | | | |

**Adoptive parents' information:** This information is needed to establish the new birth certificate

Parent 1's Current Name

| First Name | Middle Name | Last Name (surname) | Suffix (Jr., Sr., II, III, IV) |
|---|---|---|---|
| | | | |

Parent 1's Name Before Any Marriage

| Parent 1's First Name | Middle Name | Last Name (surname) | Suffix (Jr., Sr., II, III, IV) |
|---|---|---|---|
| | | | |

| **CHECK ONE –** This parent is the:<br>☐ **Adopting** ☐ **Biological**<br>**Preferred Parentage Title:**<br>☐ **Mother** ☐ **Father** ☐ **Parent** | **State or Foreign Country of Birth** | **Birth Date**<br>Month, Day, Year |
|---|---|---|
| | | |

| **Address** Street and PO Box | City | County | State | Zip Code |
|---|---|---|---|---|
| | | | | |

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Parent 2's Current Name

| First Name | Middle Name | Last Name (surname) | Suffix (Jr., Sr., II, III, IV) |
|---|---|---|---|
| | | | |

Parent 2's Name Before Any Marriage

| First Name | Middle Name | Last Name (surname) | Suffix (Jr., Sr., II, III, IV) |
|---|---|---|---|
| | | | |

| **CHECK ONE –** This parent is the: ☐ **Adopting** ☐ **Biological** **Preferred Parentage Title:** ☐ **Mother** ☐ **Father** ☐ **Parent** | **State or Foreign Country of Birth** | **Birth Date** Month, Day, Year |
|---|---|---|
| | | |

**Administrative Information** This information is needed to process this adoption

**Type of Adoption** ☐ **Step-Parent** ☐ **Single-Parent** ☐ **Two-Parent**

**Biological Sibling Information**

Provide full name, date of birth, and place of birth as known about siblings to Iowa-born adoptees. Attach sheet if needed.

**Attorney Handling the Case** (Full Name)

| **Attorney Phone Number** | **Attorney Email Address** |
|---|---|
| | |

| **Attorney's Address** Street | City | State | Zip Code |
|---|---|---|---|
| | | | |

**Send certified copy of new birth certificate to:** Check one only if ordering a certified copy and appropriate fees are attached

☐ Adopting Parents at address listed above ☐ Attorney listed above

**Certification of Clerk of Court** To be completed by the Clerk of District Court in the county of adoption

I hereby certify that an adoption order for the child named above was granted on the _____ day of _____, _____ in the State of Iowa by the District Court of _____ County.

| Clerk of District Court's Signature | Date Signed |
|---|---|
| | |

**COURT SEAL**

| Case # |
|---|
| |