STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
Bureau of Health Statistics and Vital Records

CERTIFICATE OF ADOPTION REPORT

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

For State Vital Records Office Use Only
Docket # _____
Certificate # _____
Date Completed _____

CHILD'S INFORMATION BEFORE ADOPTION This information is needed to locate and verify the proper record

CHILD

Child's Name First	Middle, if any	Last (surname)	Suffix, if any (Jr., II, III, IV, V)
Gender	**Birth Date** Month, Day, Year	**City, County and State of Birth**	**Place of Birth** Name of Hospital
Birth Mother's Name First	Middle, if any	Last Name (surname) Before Any Marriage	Current Last Name (surname)

CHILD'S NAME AS SET FORTH IN THE ADOPTION DECREE Do not leave blank. This information is needed to establish the new birth certificate.

First	Middle, if any	Last (surname)	Suffix, if any (Jr., II, III, IV, V)

ADOPTIVE PARENTS' INFORMATION This information is needed to establish the new birth certificate

MOTHER

Mother's Name First	Middle, if any	Last Name (surname) Before Any Marriage	Current Last Name (surname)
CHECK ONE – This parent is the: ☐ **Adopting Mother** ☐ **Biological Mother**		**State or Foreign Country of Birth**	**Birth Date** Month, Day, Year
Address Street Address AND P.O. Box	City, Town or Location	County	State and Zip Code

FATHER

Father's Name First	Middle, if any	Last (surname)	Suffix, if any (Jr., II, III, IV, V)
CHECK ONE – This parent is the: ☐ **Adopting Father** ☐ **Biological Father**		**State or Foreign Country of Birth**	**Birth Date** Month, Day, Year

ADMINISTRATIVE INFORMATION This information is needed to process this adoption

ADMINISTRATIVE

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**	
Complete Mailing Address of Attorney Street Address and P.O. Box, if any	City, Town or Location	State and 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

Signature of Clerk of District Court _____

SEAL

Date Signed _____ CASE # _____

STATE OF IOWA
IOWA DEPARTMENT OF PUBLIC HEALTH
Bureau of Health Statistics and Vital Records

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 $20.00 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 Dept. of Public Health; Bureau of Vital Records, Adoption Clerk; Lucas State Office Bldg., 1st Flr.; 321 E. 12th Street; Des Moines, Iowa 50319.

Fees:

Total fees for regular adoption = $40. A $20.00 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 $20.00 fee to correct the re-established birth certificate.

All fees for Iowa-born adoptees are payable by check or money order to the Iowa Dept. of Public Health.

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 $20 registration fee (resulting in fees totaling $60).

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.

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 515-281-4944 and ask for the adoption clerk.

For forms, go to the portal webpage set up for Clerks of Court to download and print the form on the special registration paper. The paper may be ordered from the Bureau. If the portal webpage address is unknown, call the Bureau at the above number and ask for the Fraud Prevention & Security Program Coordinator.