



CABINET FOR HEALTH AND FAMILY SERVICES

DEPARTMENT FOR PUBLIC HEALTH

OFFICE OF VITAL STATISTICS

275 E. Main Street, 1E-A

Frankfort, KY 40621

(502) 564-4212

INSTRUCTIONS FOR ISSUANCE OF A FOREIGN BIRTH RECORD—ADOPTION COMPLETED IN THE USA

The following documents are required for the Office of Vital Statistics, Commonwealth of Kentucky, to create a Record of Foreign Birth for a child born in a foreign country and adopted through a Kentucky circuit court by legal residents of the state. These instructions apply both to cases when the foreign adoption was completed in Kentucky after the child first entered the USA, and when a child previously registered in Kentucky has been re-adopted.

1. **A completed VS-102 Adoption Information form** (available upon request from the Office of Vital Statistics or at <https://chfs.ky.gov/agencies/dph/dehp/vsb/Documents/VS102FFillable32018.pdf>). This form must contain no errors, white-out, corrections, or omissions. In Section A, if an item pertaining to the child's original status is not known, it must be listed as "UNKNOWN" (except for the State File No., which may be left blank). In Section B, make sure that the mother's maiden name (not her current legal name) is specified. In Section C, make sure that a court order number is listed, and that bottom is signed and sealed by a clerk of the circuit court of the Kentucky county where the adoption was filed.
2. **A completed VS-56 Foreign Birth Registration form** (available upon request from the Office of Vital Statistics). This form must contain no errors, white-out, corrections, or omissions. If information for an item is not known, it must be listed as "UNKNOWN" on the form. Please also make sure that the mother's maiden name (not her current legal name) is specified in Box 6; and that mother's and father's ages at the time of the child's birth (Boxes 7 and 10) are correctly calculated. Once Boxes 1 through 19 have been completed, the form must be signed in the presence of a notary public (a parent or guardian should sign for a child under 18 years of age).
3. **A completed VS-37 application, with the required fee**, to order a certified copy (or copies) of the child's Record of Foreign Birth once the registration is completed. Please follow the instructions on the application, with the exception of listing the child's adoptive name in Box 1, and the adoptive parents' name in Boxes 4 and 5.

PLEASE NOTE:

- IF AN ADOPTION AND/OR FOREIGN BIRTH REGISTRATION OCCURRED IN A STATE OTHER THAN KENTUCKY WHEN THE CHILD FIRST ENTERED THE USA, THEN THAT STATE IS RESPONSIBLE FOR THE CREATION OR ADMINISTRATION OF THAT CHILD'S RECORD, EVEN IF THE CHILD HAS BEEN RE-ADOPTED IN KENTUCKY.
- IF AN ADOPTION AND/OR FOREIGN BIRTH REGISTRATION OCCURRED IN KENUCKY WHEN THE CHILD FIRST ENTERED THE USA, THEN THE OFFICE OF VITAL STATISTICS IN KENTUCKY WILL CONTINUE TO HOLD AND MAINTAIN THAT CHILD'S RECORD, EVEN IF THE CHILD HAS BEEN RE-ADOPTED IN ANOTHER STATE.

Please mail, or deliver in person, all required documents listed above to:

Office of Vital Statistics
275 E. Main Street, 1E-A
Frankfort, KY 40621
ATTN: Foreign Birth.

IF YOU NEED FURTHER ASSISTANCE, PLEASE CALL 502-564-4212, AND ASK TO SPEAK WITH A FOREIGN BIRTH REPRESENTATIVE.

