



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 A FOREIGN COUNTRY

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 in that country by legal residents of Kentucky.

PLEASE NOTE: ALL DOCUMENTS LISTED BELOW MUST BE RECEIVED BY THE OFFICE OF VITAL STATISTICS IN THE FORM OF ORIGINALS OR CERTIFIED COPIES OF THE ORIGINALS. ONCE THE REGISTRATION IS COMPLETED, WE WILL SEND THE ORIGINALS (OR CERTIFIED COPIES) BACK TO YOU.

NOTE: These procedures are only applicable for adoptions that have been completed abroad. If the child entered the USA on an IH-4 or IR-4 visa, then the parents must apply to a US court to finalize the adoption, and another process for registering the birth must be pursued. Please contact a Foreign Birth representative at OVS for further information.

1. **A CERTIFIED copy of the original decree, order, judgment, or certificate of adoption.** If the original document is not in English, then a CERTIFIED translation of the original decree, order, judgment, or certificate of adoption is required. THIS DOCUMENT MUST LIST THE PLACE OF THE PARENTS' RESIDENCE AS KENTUCKY. IF ANOTHER STATE IS LISTED, THEN THE PARENTS MUST APPLY TO THAT STATE FOR THE REGISTRATION.
2. **One document verifying the child's legal entry into the USA.** Original documents are required; they will be returned when the registration is complete. Acceptable documents include either:
 - Certificate of Citizenship issued by the Immigration and Naturalization Service (INS); or
 - Foreign passport with either an IH-3, IR-3, or IR-2 visa that has been stamped by the USCIS.
3. **Certified copies of each adoptive parents' birth certificates.**
4. **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).
5. **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 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.

