

**ADOPTION INFORMATION FORM**  
(Read Information Below Before Completing)

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**A. INFORMATION REGARDING ORIGINAL STATUS OF CHILD**

Original Name of Child \_\_\_\_\_ State File No. \_\_\_\_\_

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

(City) (County) (State)

Name of Father \_\_\_\_\_ Race \_\_\_\_\_

Maiden Name of Mother \_\_\_\_\_ Race \_\_\_\_\_

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**B. INFORMATION REGARDING ADOPTIVE PARENTS FOR NEW CERTIFICATE OF BIRTH**

(All information requested below **MUST** be provided, or a new birth certificate cannot be completed for filing.)

Child's Name after Adoption \_\_\_\_\_

**FATHER:**  Natural  Adoptive

**MOTHER:**  Natural  Adoptive

Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

(Prior to First Marriage)

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

Birthplace (State) \_\_\_\_\_

Birthplace (State) \_\_\_\_\_

Race \_\_\_\_\_

Race \_\_\_\_\_

Social Security No. \_\_\_\_\_

Social Security No. \_\_\_\_\_

Mailing Address of  
Adoptive Parents: \_\_\_\_\_

(Address) (City) (County) (State) (Zip)

**THIS ADOPTION IS BY:**  Stepparent  Grandparent(s)  Other Relative(s)  Non-Relative(s)

Is this a single parent adoption, in which only **ONE** parent will be named on the certificate?  Yes  No

DSS Representative, Licensed Adoption Agency Representative, or Attorney.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**C. CERTIFICATE OF CLERK OF CIRCUIT COURT** Court Order No. \_\_\_\_\_

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the Circuit Court of  
\_\_\_\_\_ County, Judge \_\_\_\_\_ presiding,

ordered a decree of adoption in the case of the child and parent(s) described above.

The Attorney was \_\_\_\_\_ Address \_\_\_\_\_

Signed and Sealed by \_\_\_\_\_ Date \_\_\_\_\_

(Clerk of Circuit Court)

(Prompt submission of this report when properly completed will expedite the filing of a new birth certificate.)

**KRS 213.066. Reports of adoptions and annulments or amendments of adoptions.**

- (1) For each adoption decreed by a Circuit Court in the Commonwealth, the court shall require the preparation of a report of adoption on a form prescribed and furnished by the state registrar. The report shall include the facts necessary to establish a new certificate of birth of the person adopted, identify the order of adoption, and be certified by the clerk of the court.
- (2) Information necessary to prepare the report of adoption shall be furnished by each petitioner for adoption or the petitioner's attorney. The Department for Social Services or any other agency or person having knowledge of the facts shall supply the court with the additional information necessary to complete the report. The provision of the information shall be prerequisite to the issuance of a final decree in the matter by the court.
- (3) If an adoption decree is amended or annulled, the clerk of the court shall prepare a report thereof which shall include the facts necessary to identify the original adoption report and the facts amended in the adoption decree necessary to properly amend the birth record.
- (4) Not later than the fifteenth day of each calendar month or more frequently, the clerk of the court shall forward to the state registrar reports of decrees of adoption, annulments of adoption, and amendments of decrees of adoption which were entered in the preceding month, together with such related reports as the state registrar will require.

**KRS 199.570. Adoption records confidential – Exception – New Birth Certificate**

- (3) "...If the child was born in another state, the order of adoption shall be forwarded to the division of vital statistics of the state concerned to be changed in accordance with the laws of such state. If the child was born in a foreign country, the report of adoption shall be returned to the attorney or agency handling the adoption for submission to the appropriate federal agency."

To obtain a certified copy of the new birth certificate, you **must** submit the Birth Certificate Application (VS-37) with the required fee(s), in addition to the Adoption Information Form (VS-102 F).

MAIL TO: State Registrar  
Office of Vital Statistics  
275 East Main Street, 1E-A  
Frankfort, KY 40621-0001

If you have any questions, please contact the **Office of Vital Statistics** at (502) 564-4212.