



# STATE OF COLORADO REPORT OF ADOPTION

This form can be filled out and printed at the following Web address: <http://www.courts.state.co.us/adoptions>  
This document **must contain the signature and seal of the District/Juvenile court** and cannot be submitted online.

Please reset before exiting.

1. CHILD'S ADOPTIVE NAME:		first	middle	last
<b>PARENTS: THE INFORMATION IN ITEMS 1-3 WILL APPEAR ON THE CHILD'S NEW BIRTH CERTIFICATE</b>				
2. MOTHER'S NAME		first	middle	last (prior to first marriage)
PLEASE CHECK PARENT'S ROLE IF OTHER THAN MOTHER:		COPARENT		FATHER
2A. PARENT'S BIRTH DATE		2B. PARENT'S BIRTH PLACE:		state country if not U.S.A.
3. FATHER'S FULL NAME:		first	middle	last
PLEASE CHECK PARENT'S ROLE IF OTHER THAN FATHER:		COPARENT		MOTHER
3A. PARENT'S BIRTH DATE		3B. PARENT'S BIRTH PLACE:		state country if not U.S.A.
4. PARENTS' CURRENT LEGAL NAMES:				
4A. PARENTS' CURRENT MAILING ADDRESS: street or box #				
city/town		state	zip	4B. DAYTIME PHONE #: — —
5. TYPE OF ADOPTION (Check <b>only</b> one; see item C. on page 2):				
TWO PARENT ADOPTION		STEP PARENT ADOPTION		SINGLE PARENT ADOPTION SECOND PARENT ADOPTION
ATTORNEY OR AGENCY (To be contacted for additional information if needed)				Attorney ID#:
6. CONTACT NAME:		6A. FIRM OR AGENCY:		
6B. ADDRESS: street or box #		city/town	state	zip
6C. CONTACT PHONE #: — —		6D. E-MAIL ADDRESS:		
7. A NEW BIRTH CERTIFICATE WILL BE PREPARED UNLESS BOX IS CHECKED <input type="checkbox"/> no				
7A. WAS THE CHILD BORN IN A FOREIGN COUNTRY? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes see item D. on page 2)				
<b>THIS INFORMATION IS NEEDED TO LOCATE AND SEAL THE CURRENT BIRTH CERTIFICATE</b> (see items E, F, and G on page 2)				
8. CHILD'S CURRENT NAME ON CERTIFICATE:		first	middle	last 8A. GENDER:
8B. BIRTHDATE:		8C. BIRTHPLACE: county		state country if not U.S.A.
9. MOTHER'S NAME PRIOR TO FIRST MARRIAGE		first	middle	last
10. FATHER'S NAME:		first	middle	last
<b>CERTIFICATION OF CLERK OF COURT</b>				
I hereby certify that the child identified above was adopted by the above named parents on the _____ day of _____, 20____				
and is now to bear the name of _____				
as set forth in the decree of Adoption in the District/Juvenile Court of _____ County, Colorado.				
Case number _____ Signature and seal of court _____ Date ____/____/____				

By \_\_\_\_\_ Deputy Clerk

**Return form to:**  
Vital Records/Adoption Specialist  
Colorado Department of Public Health and Environment  
4300 Cherry Creek Drive South HSVR-VR-A1  
Denver, CO 80246-1530

**Contact information:**  
Vital Records Adoption Specialist  
Phone: 303-692-2227  
E-mail: vital.records@state.co.us

## INSTRUCTIONS FOR COMPLETING THIS FORM

*\*Do Not Include Payment With this Form*

- A. An electronic version of this form can be filled out and printed by going to the following Web address: [www.cdphs.state.co.us/certs/adoptreport.pdf](http://www.cdphs.state.co.us/certs/adoptreport.pdf). You must then submit this form to the District/Juvenile court for their signature and seal. The court will mail the completed report to Vital Records per C.R.S. 25-2-107 (1).
- B. Colorado law (C.R.S. 25-2-107 and 25-2-113) authorizes the preparation of a new birth certificate for an adopted person born in Colorado. **Please complete this form carefully** to avoid unnecessary delay in filing the new birth certificate.

**\* Upon completion of the new birth certificate, a notification along with an application for a certified copy of a birth certificate will be sent to the attorney listed in Item #6. If an attorney is not listed the notification will be mailed to the adoptive parent(s) at the address provided in Item #4A.**

- C. “Two parent” means two new parents will be listed on the new birth certificate. “Step parent” means one new parent and one original parent will be listed on the new birth certificate. “Single parent” means one new parent will be listed on the new birth certificate. Information about the other parent will be left blank. “Second parent” means the child has a sole legal parent, and the sole legal parent wishes the child to be adopted by a specified second adult.
- D. Residents of Colorado who are adopting a child born in a foreign country must submit the Report of Adoption **and** a certified copy of the Final Decree of Adoption, or Finding of Birth Facts or Validation of Foreign Adoption form.
- E. Birth certificates for children born in a foreign country to a citizen of the United States must be obtained through the U.S. Department of State. If either one of the birth parents was a U.S. citizen at the time of the child’s birth, the adoptive parents should contact the U.S. Department of State for a revised birth certificate for their child at:

Correspondence Branch Passport Services  
1111 19<sup>th</sup> St. NW, Ste 510  
Washington, DC 20522

- F. The current birth certificate will be pulled from the working files and indices and placed in a sealed file along with the report of adoption. This sealed file shall not be subject to inspection except as provided in section 25-2-113.5, upon order of a court of competent jurisdiction, or as provided by regulation.
- G. For children born outside of Colorado, the Department of Public Health and Environment Vital Records Office will forward the report of adoption to the state vital statistics office in the state where their child was born.

E-mail: [vital.records@state.co.us](mailto:vital.records@state.co.us)