

BIRTH CERTIFICATE

Dear Adopting Parent(s):

After your adoption hearing, your attorney will give you a certified and embossed Adoption Order and Adoption Agreement for each child you adopt. Please keep the Adoption Order safe in your records. The certified Adoption Order is legal proof that you are the legal parent(s) of the child and of the child's legal name.

Birth Certificate: After your adoption hearing, the Superior Court clerk will mail a certified copy of the Adoption Order and Court Report of Adoption (VS44 form) to the California Office of Vital Records in Sacramento to request issuance of an amended birth certificate for your adopted child. Birth certificates are prepared by the vital records office in the child's state of birth.

- **The California Department of Public Health - Office of Vital Records** issues birth certificates to children born in California. It takes up to six months from the date of adoption for you to receive an amended birth certificate in the mail from California Vital Records. For children born in California, the fee for issuance of the amended birth certificate is waived.
- If your child was **not** born in California, California's Vital Records Office will forward the Adoption Order and Court Report of Adoption to the vital records office in the state where your child was born for issuance of the amended birth certificate. You, or the attorney that assisted you with the adoption, may receive a letter from that state's vital records office with instructions on their form to submit and their state's fee. If you or your attorney do not receive any letter and you have questions about the birth certificate, you will need to contact the vital records office in the child's state of birth. Please contact our Adoption Program staff for assistance.

If you do not receive the new birth certificate or a letter from California Vital Records within six months after finalizing the adoption, you may contact California Vital Records Customer Service at (916) 445-2684 or by email at AMENDVR@cdph.ca.gov to check on the status. Please listen to the recorded message for information. Press "4" for adoptions and press "1" for adoptions and listen to the entire message, and then press zero (0) at the end, and your call will be directed to a Customer Service Representative to assist you. You may be on hold for up to 15 minutes. Be prepared to provide your name, phone number, the Adoption Case Number (appears in the top right corner of the Adoption Order), and the child's birth name and date of birth. You may also contact our Adoption Program staff for assistance.

Social Security Card/Number: You need to apply for a new Social Security card/number for your adopted child at your local Social Security office. Go to www.ssa.gov and use the "Office Locator" to find a Social Security office in your area. Or call 800-772-1213 for help and to make an appointment at your local Social Security office. You will need to take your certified Adoption Order and Adoption Agreement with you, as well as your child's new birth certificate once you have received it.

Temporary Adoption Taxpayer Identification Number: If you do not have and/or are unable to obtain your adopted child's Social Security Number (SSN) due to the long processing time for birth certificates, you may apply for a temporary adoption taxpayer identification number (ATIN) using Form W-7A. The Internal Revenue Service provides an ATIN that can be used by the adopting taxpayer(s) on their federal income tax return to identify the child while final domestic adoption is pending. Please contact the IRS for more information. You may call the IRS Information Hotline toll-free at 800-829-1040, or the Austin Service Center at 737-800-5511 (not toll-free). You may also go to www.irs.gov.

Alliance for Children's Rights, Adoption Program



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