STATE OF WEST VIRGINIA
CERTIFICATE OF ADOPTION
(formerly Adoption Information Form)

INSTRUCTIONS

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

CLERK OF CIRCUIT COURT:
Under the provisions of West Virginia State Code §16-5-16, it is the duty of the Clerk of Circuit Court to forward this form, properly completed, to the Vital Registration Office within 10 days following the end of the month in which the final adoption decree was issued.

Sections A. and B. should be completed by the WV DHHR Representative, Licensed Adoption Agency Representative, Petitioner's Attorney, or the Adoptive Parent if acting *pro se*.

When the final decree of adoption is ordered by the Court, the Circuit Clerk should complete Section C. and mail the completed form to the:

Vital Registration Office
ATT: Corrections Unit
PO Box 11012
Charleston, WV 25339-1012

GENERAL INFORMATION

Upon receipt of the Certificate of Adoption from a Clerk of the Court (preferred), or upon receipt of a certified copy of a final decree of adoption accompanied by all other information necessary to locate the original birth certificate and construct the new post-adoption birth certificate (less preferred but acceptable), the State Registrar shall make and file a new birth certificate.

OUT OF STATE BIRTHS - ADOPTIONS IN WEST VIRGINIA:
Although birth certificates for these children are not placed on file in West Virginia, the State Registrar will forward Certificates of Adoption for persons born outside of West Virginia to the proper registration authorities in the state of birth where new birth certificates can be placed on file.

TO OBTAIN A SUPPLY OF BLANK CERTIFICATES OF ADOPTION:

1) Write to us at the address above, or
2) FAX a request on your letterhead to: 304-558-1051, or
3) Call us at: 304-558-2931 and ask to speak with the Corrections Unit, or
4) Print or download the PDF version of this form from our web site. Go to:

http://www.wvdhhr.org/bph/hsc/vital/Forms.asp

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(Read information and instructions on reverse side before completing.)

A. INFORMATION REGARDING ORIGINAL STATUS OF CHILD

Original Name of Child _____ Birth Certificate No. _____

Sex _____ Date of Birth _____

Place of Birth _____

Name of Father _____

Name of Mother Before First Marriage _____

Current Legal Name of Mother _____

B. INFORMATION FROM ADOPTIVE PARENTS FOR NEW CERTIFICATE OF BIRTH

(All information requested below MUST be provided before a new birth certificate can be constructed for filing.)

Child's Name After Adoption _____

Adoptive/Biological Father	**Adoptive/Biological Mother**
Name _____	Full Current Legal Name _____
	Full Name Before First Marriage _____
Birth Date _____	Birth Date _____
Birth Place (State) _____	Birth Place (State) _____
Social Security No. _____	Social Security No. _____

Residence of Adoptive Parent(s): _____
Street City County State Zip

Mailing address *(if different)*: _____
Street City State Zip

Is this a single parent adoption, i.e., will only one parent appear on the birth certificate? _____Yes _____No

This adoption is by ***(mark one)*** :

( ) Stepparent w/ or w/o birth parent ( ) Grandparent(s) ( ) Other Relative(s) ( ) Non-Relative(s)

WV DHHR Representative, Licensed Adoption Agency Representative, Attorney, or Adoptive Parent if acting *pro se* providing this information:

Name _____ Title _____

Address _____ Telephone _____

Signature _____ Date _____

C. CERTIFICATION OF CLERK OF CIRCUIT COURT

Case or Civil Action No. _____

On this _____day of _____ ,20____ 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)

THIS FORM FOR OFFICIAL USE ONLY

UPON CONVICTION, PENALTIES FOR MISUSE INCLUDE FINES, IMPRISONMENT OR BOTH.

(Seal)

Mail to: VITAL REGISTRATION OFFICE, ATT: CORRECTIONS UNIT, PO BOX 11012, CHARLESTON, WV 25339-1012

Form VS - CA, Rev. 7/2011