



IDAHO DEPARTMENT OF
HEALTH & WELFARE

BRAD LITTLE – Governor
DAVE JEPPESEN – Director

JAMES B. AYDELOTTE – STATE REGISTRAR AND BUREAU CHIEF
BUREAU OF VITAL RECORDS AND HEALTH STATISTICS
DIVISION OF PUBLIC HEALTH
P.O. Box 83720
Boise, Idaho 83720-0036
PHONE 208-334-5980
FAX 208-332-7260

HOW DO I FILE AN ADOPTION?

Send a signed written request to process the adoption along with identification of the person who signs the request. Provide the Idaho Court Certification of Adoption form* certified by the clerk of the court in the county in which the adoption was granted. The form can be obtained by contacting this office at 208-334-5980 and one will be mailed to you. If the child was adopted in a U.S. state other than Idaho, provide that state's certified report or certificate of adoption.

A Certificate of Foreign Birth can be placed on file in this office if an adoption of a child born in a foreign country is granted by an Idaho court to parents (or a parent) that resides in the state of Idaho. Provide the Idaho Court Certification of Adoption form* certified by the clerk of the court in the county in which the adoption was granted.

There is a \$20.00 legal amendment fee for filing an adoption. The legal amendment fee does not include a certified copy of the certificate. Certified copies of the certificate are \$16.00 each.

A signed written request for the certificate and identification are required to issue a certified copy of the new birth certificate. Your request also needs to provide the following information:

- Name of the child as determined by the adoption court order
- Child's date of birth
- Child's place of birth
- The mother's full maiden name and father's full name (after adoption)
- Your relationship to the person(s) named on the certificate
- Your return address
- Your daytime telephone number

Requests for legal actions are worked in the order they are received. Our response time to your request could take several weeks depending on the volume of requests received.

The Idaho Vital Statistics Certificate Request Form* may be used to provide the required certificate information and request a copy of the new certificate if desired.



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The Idaho Bureau of Vital Records and Health Statistics does not have a public counter. Your request may be dropped off in our lobby drop box located at 450 West State Street, Boise, Idaho 83702, or mailed to our post office box:

VITAL RECORDS
P.O. BOX 83720
BOISE, ID 83720-0036

* Please visit the following website to obtain forms:
<http://healthandwelfare.idaho.gov/health/vitalrecordsandhealthstatistics/legal/tabid/1507/default.aspx>