



FACT SHEET
APPLYING FOR A MARYLAND CERTIFICATE OF FOREIGN BIRTH

Maryland Department of Health
Division of Vital Records

Background	An individual who was born in a foreign country and who was adopted, may, upon satisfying certain conditions, obtain a Maryland Certificate of Foreign Birth.
Who may request preparation of a Certificate of Foreign Birth?	Preparation of a Certificate of Foreign Birth may be requested by: <ol style="list-style-type: none">1. An adopting parent; OR2. An adopted individual 18 years of age or older; OR3. A court of competent jurisdiction in Maryland.
What are the requirements for obtaining a Maryland Certificate of Foreign Birth?	Satisfactory proof must be provided that the adopted individual was: <ol style="list-style-type: none">1. Born in a foreign country and adopted by a parent who is a resident of Maryland; AND2. Adopted through a Maryland court of competent jurisdiction OR has been granted an IR-3 or IH-3 visa by the U.S. Immigration and Naturalization Service under the Immigration and Nationality Act.
What are the documents required to apply for Certificate of Foreign Birth?	The following documents must be provided when applying for a Certificate of Foreign Birth (see attached checklist): <ol style="list-style-type: none">1. A completed application (see attachment);2. An official and authenticated copy of the adoption decree (with valid stamps and seals) from the foreign jurisdiction or country where the individual was adopted;3. A certified translation of the foreign adoption decree, if the decree is not in English;4. Proof of the date and place of the adopted individual's birth;5. Proof of the IR-3 visa or IH-3 visa status of the adopted individual; and6. Proof that the adopting parent is a resident of Maryland.
What is satisfactory proof of the date and place of birth?	<ul style="list-style-type: none">• A birth certificate or other birth record for the adopted individual from the jurisdiction or country where the individual was born; and• A certified translation of the foreign birth certificate or other birth record, if the foreign birth certificate or other birth record is not in English.
What is satisfactory proof that the adopting parent is a Maryland resident?	An adopting parent may provide one or more of the following documents, as requested by the Division of Vital Records: <ul style="list-style-type: none">• Valid Maryland driver's license; OR• Most recent Maryland tax return; OR• Most recent Maryland property tax bill; OR• Local gas and electric bill that is no more than 4 months old; OR• Another record that corroborates the Maryland residency.
How should I provide the required documents to the Division of Vital Records?	You must submit original documents, which will be returned to you. You may mail the documents or deliver them in person to the Division of Vital Records, 6764-B Reisterstown Road, Baltimore, MD 21215. The Division is open Monday through Friday from 8:00 am to 4:00 pm, although documents are only reviewed between 8:00 am and 11:00 am.
What if I am unable to provide the required information?	If you cannot provide the required documents, it will be necessary for you to readopt your child in a Maryland court in order to obtain a Certificate of Foreign Birth. Information on the re-adoption process may be obtained from the Circuit Court in the jurisdiction where you live. A support group of adoptive parents may be able to provide you with additional information on how to navigate the re-adoption process.

<p>What information will appear on the Certificate of Foreign Birth?</p>	<ul style="list-style-type: none"> • Name of the adopted individual as it appears in the final adoption decree; • Names of the adopting parent(s); • The adopted individual’s date of birth, sex, and country of birth; • The words, “Certificate of Foreign Birth;” • A statement that the Maryland Certificate of Foreign Birth is not evidence of United States citizenship. 				
<p>What is required to make a name change on a Certificate of Foreign Birth?</p>	<ul style="list-style-type: none"> • To enter a name on the Certificate that is different from the name on the foreign adoption decree, an order from a court of competent jurisdiction directing the Department to prepare the certificate with the different name must be provided. • To change a name on a Certificate that has already been prepared and registered, the adopted individual, the adopting parents, or a guardian or legal representative of the adopted individual must provide: <ul style="list-style-type: none"> ○ A request to change the adopted individual’s name; and ○ An order of a court of competent jurisdiction that changes the name. 				
<p>What are the fees?</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Preparation of Certificate of Foreign Birth</td> <td style="text-align: right;">\$12</td> </tr> <tr> <td>Purchase of new Certificate (if requested)</td> <td style="text-align: right;">\$12 per copy</td> </tr> </table> <p>Check or money order should be made payable to the “State of Maryland”</p>	Preparation of Certificate of Foreign Birth	\$12	Purchase of new Certificate (if requested)	\$12 per copy
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<p>How long does the process take?</p>	<p>The Certificate will be prepared within six weeks of the date of document review. If you have requested copies of the Certificate, they will be mailed to you.</p>				
<p>How can I obtain additional information?</p>	<p>Contact Samantha Cook at the Division of Vital Records at 410-764-3052 or scook@maryland.gov.</p>				



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Collection and disclosure of information

The information you provide will be used to create your child's certificate of foreign birth, under the authority of MD Code Ann., Health-General ("HG") Title 4, Subtitle 2. You and your child may be asked to produce a copy of the birth certificate throughout his/her life to prove such items as age and parentage. You have a right to inspect this record pursuant to HG Title 4, Subtitle 2, and applicable regulations found at Code of Maryland Regulations (COMAR) 10.03.01.

State laws at HG Title 4, Subtitle 2, provide protection against the unauthorized release of identifying information from the birth certificate to ensure the confidentiality of the parents and the child. However, those same statutes authorize release of birth certificate information in specified circumstances, such as in compliance with court order, pursuant to certain adoption proceedings, in order to protect the public health, in order to conduct approved research, and to provide statistical information under certain circumstances. Birth certificate information may not be released for commercial solicitation or public gain, but may be released to a unit of the Maryland Department of Health to carry out its legal duties. Finally, it is the current practice of the Department of Health and Mental Hygiene to transfer to the Maryland State Archives a number of decades after the birth, a copy of an individual's birth certificate, which is then subject to release as provided at MD Code Ann., State Government §9-1015.

Information about the adopting parent(s):

Father's name:	<i>First</i>	<i>Middle</i>	<i>Last</i>
Father's date of birth:		Father's place of birth:	<i>State or foreign country</i>
Mother's maiden name:	<i>First</i>	<i>Middle</i>	<i>Last</i>
Mother's current name:	<i>First</i>	<i>Middle</i>	<i>Last</i>
Mother's date of birth:		Mother's place of birth:	<i>State or foreign country</i>
Mailing address of parent(s):			

Information about the adopted child:

Name at time of birth:	<i>First</i>	<i>Middle</i>	<i>Last</i>
Name on adoption decree:	<i>First</i>	<i>Middle</i>	<i>Last</i>
Date of birth:		Sex:	Place of Birth: <i>City</i> <i>Country</i>
Maiden name of birth mother <i>(if known)</i> :	Name of birth father <i>(if known)</i> :		

<p>Person providing information for application:</p>	<p>The following section should be completed by the person providing information on this application:</p> <p>I am requesting that a Certificate of Foreign Birth be prepared for the child indicated on this application. I am submitting the following required documents:</p> <ul style="list-style-type: none"> • A completed application; • All other required documents; and • A check or money order in the amount of \$12 for preparing the Certificate. <p>In addition, I am requesting that the Division of Vital Records:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amend the name on the Certificate (a court order must be submitted) <input type="checkbox"/> Issue a certified copy (or copies) of the new Certificate of Foreign Birth (enclose Application for Certified Copy of a Maryland Birth Record and required fees). <p>Name: <i>First</i> <i>Middle</i> <i>Last</i></p> <hr/> <p>Address:</p> <hr/> <p>Telephone number:</p> <hr/> <p>The information on this application was furnished by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adopting parent <input type="checkbox"/> Attorney <input type="checkbox"/> Agency case worker <input type="checkbox"/> Birth certificate <input type="checkbox"/> Other (specify) _____ <p>X _____ Signature Date</p>
<p>Fees:</p>	<p>Check of money order should be made payable to the State of Maryland</p> <p style="margin-left: 40px;">Preparation of new Certificate @\$12 \$ _____</p> <p style="margin-left: 40px;">Certified copy (or copies) of Certificate of Foreign Birth @ \$12/copy, if desired. \$ _____</p> <p>TOTAL \$ _____</p>

CHECKLIST OF REQUIRED DOCUMENTS
MARYLAND CERTIFICATE OF FOREIGN BIRTH

Please provide the following documents. Original documents must be submitted and will be returned to you.

- Completed application for Maryland Certificate of Foreign Birth.
- Official, authenticated copy of the adoption decree from the foreign jurisdiction or country where the individual was adopted. The document must include valid stamps and seals.
 - Plus certified translation of the foreign adoption decree, if the decree is not in English.
- Birth certificate or other birth record from the jurisdiction or country where the individual was born indicating date and place of birth
 - Plus certified translation of the foreign birth certificate or other birth record, if the document is not in English.
- Proof of IR-3 or IH-3 visa status of the adopted individual.
- Proof that the adopting parent is a resident of Maryland (provide one of the following documents; additional documentation may be requested at a future time if necessary).
 - Valid Maryland driver's license
 - Most recent Maryland tax return
 - Most recent Maryland property tax bill
 - Local gas and electric bill that is no more than 4 months old
 - Another record that corroborates Maryland residency

FOR OFFICE USE ONLY

Documents received and reviewed by: _____
Signature Date

Notes: _____

