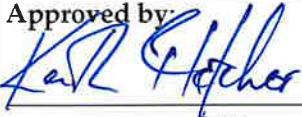
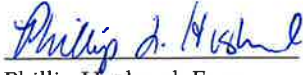


District of Columbia Department of Health <h2 style="color: #0056b3;">Adoption Registration</h2>		PROCEDURE 1102.000 Implementing Office: Center for Policy Planning and Evaluation/Vital Records Division Training Required: Yes Originally Issued: JUN 13 2022 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: JUN 13 2022 Valid Through Date: JUN 13 2025

I. Authority	Reorganization Plan No. 4 of 1996; Mayor’s Order 1997-42; The Vital Records Modernization Act of 2018, D.C. Law 22-189, D.C. Official Code §7-231.
II. Reason for the Policy	The Vital Records Division (DCVRD or “the Division”) within the Center for Policy Planning and Evaluation (CPPE) has jurisdiction over District of Columbia birth records. When families adopt a child in the District, a new record must be created to reflect the adoptive parents’ information and other changes ordered in the adoption decree.
III. Applicability	This document shall apply to all DC Health employees, vendor staff, contract employees, interns, employees of other DC government agencies temporarily assigned to DC Health who are assigned to DCVRD or whose assignment affords access to information in vital documents. These individuals are referred to collectively herein as “employees” or “DCVRD employees.”
IV. Policy Statement	<p>Adoption registration falls within the portfolio of the Customer Service and Certification Operations Unit (CSCO), a unit within DCVRD. The State Vital Records Registrar (“the Registrar”) is the accountable manager for the performance of this function with the CSCO Supervisor responsible for the day-to-day management.</p> <p>An adoption registration may only be initiated once DCVRD receives a valid final decree of adoption prepared by a court of</p>

<p>SEMS E T H</p> <p>SEMS E T H</p> <p>SEMS E T H</p>	<p>competent jurisdiction and the adoption form prepared either by the court or by an adoption agency. The content of the new birth record shall be in accordance with the final decree of adoption.</p> <p>A DCVRD employee is responsible for ensuring the adoption form is complete, and coordinating with the issuing jurisdiction to complete any missing information.</p> <p>For adoptees born within the District, a final decree of adoption and a court adoption form are required.</p> <p>The adoption form must:</p> <ol style="list-style-type: none">1. State facts necessary to locate and identify the original certificate of birth of the adoptee;2. Provide only such information as is necessary to establish a new certificate of birth for the adoptee;3. Identify the adoption order; and4. Be certified by the Court. <p>When the adoptee is born outside of the United States, an adoption form prepared according to D.C Official Code §7-231.21. may be provided by the parents, or adoptee if 18 years or older. The following supporting documentation must be provided by the applicant:</p> <ol style="list-style-type: none">1. A copy of the foreign decree and a certified translation of the decree;2. Evidence of IR-3 immigrant visa status, or successor immigrant visa status, for the child by the U.S. Citizenship and Immigration Services;3. If birth information is not included in the foreign adoption decree, evidence of birthplace and date of birth must be substantiated by:<ol style="list-style-type: none">i. An original birth certificate;ii. Post-adoption birth certificate issued by the foreign jurisdiction (including translation); oriii. Other equivalent documents (i.e., a record of U.S. Citizenship and Immigration Services or the U.S. Department of State)
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	<p>Foreign adoptions shall contain a notation that the certificate is not evidence of U.S. citizenship or live birth in the District of Columbia. Only domestic adoptions may be printed on security paper.</p> <p>If an adoption request is received with missing documentation or fee payment, the DCVRD employee shall place a State Registrar hold on the record with a comment indicating the reason and remove the hold upon receipt of the missing documentation.</p> <p>The DCVRD employee shall complete processing of an adoption (inside the District or foreign) within fifteen (15) business days of the receipt of a complete adoption request.</p> <p>All adoption registrations are subject to approval by the CSCO Supervisor prior to being submitted to the Registrar for signature. Any request for foreign adoption registration shall be routed to the Compliance and Code Enforcement Unit (CCEU) for review prior to submission to the Registrar for signature.</p> <p>Upon registering a domestic adoption, the original birth record shall be sealed.</p> <p>All foreign adoptions are to be archived in a central repository as instructed by the CSCO Supervisor.</p> <p>A birth record previously amended due to adoption may only be amended again with a valid court order. If the court order is issued by a court outside the District of Columbia, it must be domesticated into the District of Columbia Superior Court (DCSC). DCVRD staff will process an adoption amendment within fifteen (15) business days of receipt of a valid court order.</p> <p>Adoption registration is a service with an associated fee for the applicant. No DCVRD employee may issue a certificate amended due to adoption to an applicant until payment of the fee has occurred.</p> <p>Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action.</p>
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<p>IV. Definitions & Acronyms</p>	<p>Adoption- The creation of the parent-child relationship by judicial order between two parties who are usually unrelated. The adopted child is given the rights, privileges, and duties of a child and heir by the adoptive family.</p> <p>Applicant- Individual requesting a vital record from DCVRD</p> <p>CPPE- Center for Policy Planning and Evaluation</p> <p>CSCO- Customer Service and Certification Operations</p> <p>DCSC- District of Columbia Superior Court</p> <p>DCVRD- District of Columbia Vital Records Division</p> <p>Final decree of adoption- The document that a judge signs to formally create a legal parent-child relationship between the adoptive parents and the adopted child.</p> <p>Registrant- The individual whose adoption is documented on the adoption record.</p>
<p>VI. Procedures</p>	<p>Procedure A: Domestic Adoption Registration Request</p> <ol style="list-style-type: none"> 1. The applicant may be an individual, court of competent jurisdiction, or adoption agency. 2. The applicant must submit a completed adoption form, required fees and final decree of adoption to complete an adoption registration request. 3. If an individual not entitled by statute requires a copy of the adoptee’s original birth record for the purpose of supporting a petition of adoption, must supply an order from a court of competent jurisdiction. 4. If a request for the child’s birth certificate is made according to Procedure A, Step 3, the DCVRD employee shall query for the record in the Vital Information Tracking Application - Electronic Birth Registration System (VITA-EBRS). If the child was born in the District of Columbia, the

DCVRD employee shall search for the adoptee’s original birth record by looking up the stated birth year and preceding/subsequent years. The DCVRD employee shall provide the results of the search (e.g., administrative birth certificate or certificate of search) to the court or adoption agency as noted in Procedure A, Step 3. If the child was not born in the District of Columbia, the DCVRD employee shall supply the requestor with a Certificate of Search.

5. Once all required documents and applicable service fees have been submitted by the applicant, the DCVRD employee shall review to ensure determine whether all required information has been provided.

Procedure B: Registration and Issuance of Domestic Adoptions

1. Upon receipt of the final decree of adoption and accompanying adoption form, the DCVRD employee shall amend the VITA-EBRS birth record by completing all fields within the electronic amendment form, including placement of the court order number in the affidavit number field. After clicking the “save” button on the electronic amendment form, the DCVRD employee shall amend the adoption information as instructed in the final decree of adoption.
2. If an individual submits an adoption registration request and the DCVRD has not received a related adoption form from the court or adoption agency, the DCVRD employee shall contact the court or adoption agency provided by the applicant within two business days to request the adoption form. The DCVRD employee shall note the touchpoint within the VITA-EBRS history for the record. If the adoption form has not be received within 10 business days, the DCVRD employee shall require that the adoptive parent(s) submit original copies of their certified birth certificates for the purpose of verifying the adoptive parent(s) place and date of birth to be recorded on the amended certificate.
3. The DCVRD employee shall apply the amendment by clicking the “Submit for Approval” button. The DCVRD

	<p>employee shall deliver the paper adoption decree and adoption form to the CSCO Supervisor.</p> <ol style="list-style-type: none">4. VITA-EBRS will route the record to the CSCO Supervisor for approval. The CSCO Supervisor shall verify that the adoption information has been entered correctly, approve the amendment in VITA-EBRS, and prohibit printing by applying a "Hold for Payment" print status to the record.5. If the adoption information has not been entered correctly, the CSCO Supervisor shall correct the errors made on the record and approve the amendment. The CSCO Supervisor shall record the error made by the DCVRD employee in the DCVRD Error & Repeat Tracker.6. Once the adoption has been approved, the CSCO Supervisor shall deliver the paper adoption decree and adoption form to the DCVRD employee and notify them that the case has been approved. If an error was corrected in Procedure B, Step 5, the CSCO Supervisor shall notify the DCVRD employee.7. The DCVRD employee shall enter the adoption information into the adoption log.8. The DCVRD employee shall seal all information received by the court and prepare the file for archiving as instructed.9. The DCVRD employee shall notify the applicant of the associated fees and request payment. If the applicant requires a credit or debit payment type, the DCVRD employee shall generate a payment link in the DCVRD payment portal. The DCVRD Payment Portal will then automatically provide the link to the customer. If the applicant requires a check or money order payment type, the DCVRD employee shall provide the applicant with the mailing information and service application form. Once the check or money order is received, the DCVRD employee shall secure the payment within the area designated by the CSCO Supervisor.
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10. Once payment is received, the DCVRD employee shall remove the "Hold for Payment" print status on the record so that printing is no longer prohibited.

11. The DCVRD employee shall create a request in VITA-CSMS and issue the amended certificate(s) per SOP 1100.000 Certification and Issuance. The DCVRD employee shall ship to the applicant per the CSCO Supervisor's instructions.

Procedure C: Request, Registration and Issuance of Foreign Adoptions

1. The DCVRD employee shall review the foreign adoption request to ensure that the packet includes the following:
 - a. A copy of the foreign decree and a certified translation of the decree,
 - b. Evidence of IR-3 immigrant visa status, or successor immigrant visa status, for the child by the U.S. Citizenship and Immigration Services
 - c. If birth information is not included in the foreign adoption decree, evidence of birthplace and date of birth must be substantiated by:
 - i. An original birth certificate;
 - ii. Post-adoption birth certificate issued by the foreign jurisdiction (including translation);
 - iii. Other equivalent documents (i.e. a record of U.S. Citizenship and Immigration Services or the U.S. Department of State)
 - d. Associated payment of fees;
 - i. If the applicant requires a credit or debit payment type, the DCVRD employee shall generate a payment link in the DCVRD payment portal. The DCVRD Payment Portal will then automatically provide the link to the customer. If the applicant requires a check or money order payment type, the DCVRD employee shall provide the applicant with the mailing information and service application form. Once the check or money order is received, the

	<p>DCVRD employee shall secure the payment within the area designated by the CSCO Supervisor.</p> <ul style="list-style-type: none">e. Original copies of the parents' birth certificates; andf. Unexpired, government-issued photo identification <p>2. The DCVRD employee shall perform a visual document inspection to discover any of the following potential concerns:</p> <ul style="list-style-type: none">a. Indication that a document may be fraudulent or counterfeited; andb. Inconsistent appearance of child and parent names and demographic information between supporting documents required by Procedure C, Step 4. <p>3. If deficiencies are identified in Procedure C, Step 4, the DCVRD employee shall contact the applicant to advise of the outstanding requirements. If the applicant is unable to provide the documentation required in Procedure C Step 4, the DCVRD employee shall prepare a denial letter according to the template supplied by the CSCO Supervisor. The DCVRD employee shall provide the completed letter to the applicant and submit a copy to DC Superior Court.</p> <p>4. If concerns are identified in Procedure C, Step 5, the DCVRD employee shall refer the case to CCEU for review. If CCEU corroborates the findings identified by the DCVRD employee, they shall refer the case to the Registrar for review. If CCEU does not corroborate the findings identified by the DVRD employee, they shall notify the DCVRD employee to move forward to procedure C, Step 8.</p> <p>5. The DCVRD employee shall draft the certificate of foreign adoption. The DCVRD employee shall route the draft certificate and application packet to CCEU for approval.</p> <p>6. If CCEU identifies deficiencies or concerns, they shall deny the request for approval and route the packet back to the</p>
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	<p>DCVRD employee who shall remedy the issues and resubmit.</p> <ol style="list-style-type: none"> 7. If CCEU approves the packet, they shall route it to the Registrar for approval. 8. If the Registrar identifies deficiencies or concerns, they shall deny the request for approval and route the packet back to the DCVRD employee who shall remedy the issues and resubmit to CCEU. 9. If the Registrar approves the packet, the DCVRD employee shall scan the certificate of foreign adoption and upload it to the location designated by the CSCO Supervisor. 10. The DCVRD employee shall seal and archive copies of the documents submitted by the applicant under Procedure C, Step 4 as required by the CSCO Supervisor. 11. The DCVRD employee shall enter the adoption information into the adoption log. 12. The DCVRD employee shall issue the certificate of foreign adoption to the applicant. 13. All original copies of documents issued by the foreign jurisdiction shall be returned to the adoptive parent or adoptee if 18 years or older.
<p>VII. Contacts</p>	<p>State Vital Records Registrar</p> <p>CSCO Supervisor</p> <p>CCEU Supervisor</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>SOP 1100.000 Certification and Issuance</p>

