

OBTAINING PRE-ADOPTION AND OTHER BIRTH CERTIFICATES FROM ALABAMA SEALED FILES

BACKGROUND: Alabama law directs the State Registrar to establish a new birth certificate after an adoption, legitimation or paternity determination takes place. The new birth certificate is substituted for the original birth certificate in the files, and the original birth certificate and evidence of adoption, legitimation or paternity determination are placed in a “sealed file.” (Section 22-9A-12) In 2000, the legislature amended the vital records law to allow a person whose original birth certificate was placed in a “sealed file” to obtain a non-certified copy of that record and any other documents in the “sealed file.”

WHO MAY REQUEST A COPY?

- The person named on the birth certificate -- no other family member.
- Person must be 19 years of age or older.
- Person must have been born in Alabama.
- Person must have had an original birth certificate removed from the files due to an adoption, legitimation or paternity determination.

WHAT WILL THE APPLICANT RECEIVE?

- The applicant will receive a copy of the original birth certificate clearly marked that it is not a certified copy and it may not be used for legal purposes. Note that the information on the birth certificate in the file is shown as it was provided by the birth parent(s) at the time of birth. The information may or may not be accurate.
- The applicant will receive copies of all other documents in the “sealed file” which often include the legal documents from the court where the adoption or paternity determination took place or other legal documents for a legitimation. These files do not contain medical or other information about the birth parents.
- In the case of persons who were adopted, the revision of the law in 2000 allows birth parents to submit a Contact Preference Form which will be placed in the sealed file upon receipt. If a Contact Preference Form is in the file at the time the original birth record is requested, it will be sent to the applicant.

HOW SHOULD THESE RECORDS BE ORDERED?

- Applicants must clearly state they are seeking their original birth record prior to adoption, legitimation or paternity determination. Without this information, we will send the current legal record.
- Complete a “Request for a Pre-Adoption or Other Birth Certificate from an Alabama Sealed File” application or send the following information to locate your current legal record:
 - Your full name as it appears on your current legal birth certificate
 - Date of birth
 - County of birth
 - Full maiden name of mother as it appears on your current legal birth certificate
 - Full name of father as it appears on your current legal birth certificate
- Include your mailing address and telephone number where we can reach you during the day.
- Sign and date the request. The request will not be processed unless it is signed by the applicant.
- Include the non-refundable fee of \$25.00 for processing the request. Checks or money orders should be made payable to “Alabama Vital Records.”
- Mail the request to:

Center for Health Statistics
P.O. Box 5625
Montgomery, Alabama 36103-5625

FOR ADDITIONAL INFORMATION CALL 334.206.5426.

CHS IS 6/Rev. 10/2009

**REQUEST FOR PRE-ADOPTION OR OTHER BIRTH CERTIFICATE
FROM AN ALABAMA SEALED FILE**

WHO MAY REQUEST A COPY:

- The person named on the birth certificate -- no other family member.
- Person must be 19 years of age or older.
- Person must have been born in Alabama.
- Person must have had an original birth certificate removed from the files due to an adoption, legitimation or paternity determination.

WHAT THE APPLICANT WILL RECEIVE:

- The applicant will receive a copy of the original birth certificate clearly marked that it is not a certified copy and it may not be used for legal purposes. Note that the information on the birth certificate in the file is shown as it was provided by the birth parent (s) at the time of birth. The information may or may not be accurate.
- The applicant will receive copies of all other documents in the "sealed file" which often include the legal documents from the court where the adoption or paternity determination took place or other legal documents for a legitimation. These files do not contain medical or other information about the birth parents.
- In the case of persons who were adopted, the revision of the law in 2000 allows birth parents to submit a Contact Preference Form which will be placed in the sealed file upon receipt. If a Contact Preference Form is in the file at the time the original birth record is requested, it will be sent to the applicant.

HOW TO ORDER:

- The fee to search for and provide one non-certified copy of a birth certificate from a sealed file is \$25.00. This fee includes copies of the legal documents in the sealed file with the original birth certificate. **Fees are non-refundable.** Make check or money order payable to "Alabama Vital Records."
- Provide as much of the following information as possible for us to locate your current birth certificate, which is necessary to locate the sealed file. You must complete & sign the Applicant Section or your request cannot be processed. For additional information or questions call **334.206.5426**.

**MAIL THIS FORM TO:
CENTER FOR HEALTH STATISTICS
P.O. BOX 5625
MONTGOMERY, ALABAMA 36103-5625**

BIRTH:

FULL NAME AS IT CURRENTLY APPEARS ON BIRTH CERTIFICATE _____
FIRST MIDDLE LAST

DATE OF BIRTH _____ SEX _____

COUNTY OF BIRTH _____ HOSPITAL _____

FULL MAIDEN NAME OF MOTHER AS IT CURRENTLY APPEARS ON BIRTH CERTIFICATE _____
FIRST MIDDLE LAST

FULL NAME OF FATHER AS IT CURRENTLY APPEARS ON BIRTH CERTIFICATE _____
FIRST MIDDLE LAST

APPLICANT SECTION (THIS SECTION MUST BE COMPLETED)

Amount Enclosed \$ _____

Anyone falsely applying for a record is subject to a penalty upon conviction of up to three months in the county jail or a fine of up to \$500. Code of Ala. 1975, § 13A-10-109. By signing, you are certifying you have a legal right to the record requested.

YOUR SIGNATURE _____ DATE _____

PRINT YOUR NAME _____ DAY TIME PHONE (_____) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____