

# MONTANA CERTIFICATE OF ADOPTION

**PART I: THE INFORMATION IN THIS SECTION MUST BE GIVEN AS IT WAS BEFORE ADOPTION.**

**WITHOUT THIS DATA IT MAY BE IMPOSSIBLE TO FILE AN AMENDED CERTIFICATE OF BIRTH FOR THIS CHILD.**

<b>CHILD</b>	1A. Name of Child-First Name		1B. Middle Name	1C. Last Name
	2. Sex	3. Date of Birth	4A. Place of Birth - County	4B. City and State
<b>NATURAL MOTHER</b>	5A. Name of Mother-First Name		5B. Middle Name	5C. Maiden SURNAME (Last Name before marriage)
<b>NATURAL FATHER</b>	6A. Name of Father - First Name		6B. Middle Name	6C. Last Name

**PART II: INFORMATION AFTER ADOPTION: ADOPTING PARENTS MUST FURNISH THE FOLLOWING INFORMATION CONCERNING THEMSELVES AS IT WAS AT THE TIME OF THIS ADOPTION OF THE ABOVE NAMED CHILD. THIS INFORMATION IS USED IN PREPARATION OF THE AMENDED CERTIFICATE OF BIRTH.**

<b>NATURAL OR ADOPTIVE MOTHER</b>	7A. Name of Mother-First Name		7B. Middle Name	7C. Last Name-Maiden SURNAME (Last Name before marriage)	
	8. Date of Birth	9. Birthplace(State or Foreign Country)		10A. Complete Address & County (At time of this Adoption)	10B. In City Limits <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NATURAL OR ADOPTIVE FATHER</b>	11A. Name of Father-First Name		11B. Middle Name	11C. Last Name	
	12. Date of Birth	13. Birthplace(State or Foreign Country)		14. Contact Phone Number of Parent(s)	

<b>Attorney Agency</b>	16. Name of Attorney : _____ Phone Number: _____ 17. Name and address of Attorney, Agency or Department which investigated or handled case: _____					
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**PART III: THE CLERK OF DISTRICT COURT SHOULD REQUIRE THAT AS MUCH OF THE INFORMATION AS IS AVAILABLE IN PARTS I AND II, ABOVE, BE FURNISHED BEFORE COMPLETING PART III AND FORWARDING THE CERTIFICATE TO THE OFFICE OF VITAL RECORDS.**

<b>CLERK OF DISTRICT COURT</b>	18. I HEREBY CERTIFY THAT THE CHILD DESCRIBED ABOVE WAS ADOPTED BY THE ABOVE NAMED PARENT (S) ON THE DAY OF 20			AS SET FORTH IN THE DECREE OF ADOPTION MADE ON THAT DATE IN CASE NO:	
19. SIGNATURE AND SEAL OF CLERK OF DISTRICT COURT			DATE SIGNED	CLERK IN AND FOR THE COUNTY OF	
THE NEW NAME AS SET FORTH IN THE DECREE OF ADOPTION					
FIRST NAME		MIDDLE NAME		LAST NAME	

LISTED BELOW ARE INSTRUCTIONS FOR EACH SECTION OF THE MONTANA CERTIFICATE OF ADOPTION. IT IS RECOMMENDED THAT A RECENT CERTIFIED COPY OF THE ORIGINAL BIRTH CERTIFICATE BE USED IN THE COMPLETION OF AN ADOPTION CERTIFICATE. RECORDS AT BOTH THE COUNTY AND STATE LEVEL HAVE BEEN CROSS INDEXED IN THE EVENT THAT THE CERTIFICATE HOLDER IS DECEASED. A RECENT CERTIFIED COPY WOULD ALSO REFLECT ANY POSSIBLE CHANGES OR ADDITIONS TO THE BIRTH CERTIFICATE. COPIES CAN BE OBTAINED FROM THE DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES, **OFFICE OF VITAL RECORDS** OR THE COUNTY CLERK & RECORDER'S OFFICE IN WHICH THE ADOPTEE WAS BORN.

PART I: THIS INFORMATION IS FROM THE ORIGINAL BIRTH CERTIFICATE. WE MUST HAVE THE CORRECT INFORMATION IN ORDER TO ACCURATELY LOCATE THE CHILD'S BIRTH CERTIFICATE.

PART II: THIS INFORMATION WILL BE PLACED ON THE SUBSTITUTE CERTIFICATE. PLEASE MAKE SURE ALL INFORMATION IS SPELLED CORRECTLY. ONCE THE SUBSTITUTE CERTIFICATE IS CREATED THE ONLY WAY A CORRECTION CAN BE MADE IS BY COMPLETION OF AN AFFIDAVIT FOR CORRECTION, AVAILABLE AT THE VITAL STATISTICS BUREAU, OR THROUGH A LOCAL CLERK & RECORDER'S OFFICE IN MONTANA. ONCE AN ADOPTION FILE HAS BEEN SEALED, IT CAN ONLY BE ACCESSED BY ORDER OF A COURT. \*\* THE ATTORNEY OR ADOPTING PARENT MAY SIGN IN PART 15, GIVING OUR OFFICE THE AUTHORIZATION TO RELEASE INFORMATION CONCERNING THE CHILD TO ONE OR BOTH OF THE PROGRAMS LISTED.

PART III: THIS IS FOR THE **EXACT** SPELLING OF THE CHILD'S NAME. PLEASE INCLUDE ANY HYPHENS. ONCE A SUBSTITUTE CERTIFICATE IS CREATED THE ADOPTEE'S SURNAME CAN ONLY BE CORRECTED BY ORDER OF A COURT.

**THE AGENCY OR ATTORNEY HANDLING THIS CASE SHOULD COMPLETE PARTS I AND II.**

THE COUNTY CLERK OF DISTRICT COURT MAY COMPLETE ANY ITEMS IN PART I OR PART II FROM THE INFORMATION FURNISHED FROM THE COURT RECORD.

THE FEE OF \$41.00 SHOULD ACCOMPANY THE CERTIFIED CERTIFICATE OF ADOPTION AND THE CERTIFIED DECREE OF ADOPTION. PLEASE INCLUDE A COPY OF YOUR CURRENT PHOTO ID AND THE NAME AND ADDRESS TO SEND THE NEW BIRTH CERTIFICATE TO, AFTER THE PROCESS IS COMPLETE. THE FEE TO ORDER ADDITIONAL CERTIFICATES IS \$16.00 EACH. THE CERTIFICATE OF ADOPTION DOES NOT ELIMINATE THE NEED FOR A CERTIFIED COPY OF THE ADOPTION DECREE AS SPECIFIED UNDER M.C.A. 50-15-304. A CERTIFIED DECREE OF ADOPTION MUST BE SUBMITTED, WITH THE CERTIFIED CERTIFICATE OF ADOPTION, TO THE OFFICE OF VITAL RECORDS BEFORE THE ADOPTION CAN BE FILED.