Cultural Adoption Training

Health Analytics & Vital Records Section (HAVRS)

Special Services Unit

Phone: 907-465-1200

Email: BVSSpecialServices@alaska.gov
Definitions
Definitions

- **Original (before-adoption) birth certificate**
  - The child’s birth certificate at birth; the child’s birth certificate before they are adopted
  - Has the child’s name at birth and the biological parent(s) name(s)
  - This information is important for correctly filling out the cultural adoption paperwork

- **Biological parents**
  - The parent(s) named on the child’s original birth certificate
Definitions

- Substitute (after-adoption) birth certificate
  - The child’s birth certificate after they are adopted has the adoptive parent(s) names and the child’s adoptive name

- Mother’s maiden name
  - The mother’s last name on her birth certificate
Definitions

Indian Child

- Any unmarried person who is under age 18 and is either:
  - (a) a member of an Indian tribe or
  - (b) eligible for membership in an Indian tribe and the biological child of a member of an Indian tribe (25 U.S.C. 1903(4)).
- The tribe determines whether a child is a member or eligible for membership (25 U.S.C. § 1903(5)).
Definitions

Parent A and Parent B

This option is used for same-sex couples.

If you select this option, the Birth Certificate will show as PARENT/PARENT instead of MOTHER/FATHER.
TRIBAL RESOLUTION

NATIVE VILLAGE OF ____________________________

RESOLUTION NO. ____________________________

WHEREAS, the Native Village of ____________________________ is the

tribe of ____________________________, and

(name of child at birth)

20____, a quorum of the Village Council of the Native Village of ____________________________, was formed, and passed the above resolution by ________ voting in favor and ________ against the measure.

__________________________
Secretary
Cultural Adoption Forms

- The cultural adoption forms are available on the HAVRS’s web site
  http://dhss.alaska.gov/dph/VitalStats/Pages/adopt.aspx

- The form has recently been updated – please make sure you are using the latest version (April 2020 revision date)

- We recommend that you save and keep a copy of the paperwork for your records before sending it to the HAVRS. However, you may need to request certified copies of the completed adoption packet for a fee, for social security, tribal enrollment, and other legal purposes. Please contact 465-1200 for information on how to obtain certified copies.
Request for New Birth Certificate

Information on this page will be used to find the child’s pre-adoption birth certificate and to create the child’s new after-adoption birth certificate.
The Tribal resolution lets the HAVRS know that the Village Council met and approved the adoption and that the adoptive parents are requesting a new birth certificate.
The tribal statement tells the HAVRS that the child is a member of the tribe or is the biological child of a tribe member and is eligible for membership in the tribe.
Parental Statement

The parent’s statement saying they are the biological parent(s) of the child.
The last two pages contain information about the biological parents. The child can request that the HAVRS send them the biological parent(s) information when the child is 18 years or older.
Biological Parent’s Information

The biological parent(s) information can be useful for blood quantum purposes, inheritance benefits, medical reasons, and determining program eligibility.
Before You Begin
Before You Begin

- Adoption documents are legal documents
  - Use a typewriter or non-fading blue or black ink to prepare the documents or type in and save the adoption form
- Adoption documents sent to the HAVRS must be originals
  - The HAVRS cannot accept photocopies of the completed paperwork
  - State law requires us to have the originals
Before You Begin

- Because adoption documents are legal documents, the HAVRS cannot accept forms that have:
  - Erasures
  - Whiteout
  - Cross outs
  - Stamped, photocopied, or typewritten signatures; An original signature is required
Before You Begin

- Request a copy of the original birth certificate
  - The child’s and parent(s) names on the cultural adoption paperwork **must** match the information on the original birth certificate
  - If the biological father’s name is not on the original birth certificate it does not need to be listed on the cultural adoption paperwork.
Before You Begin

- To request a copy of the original birth certificate submit the following:

  - A letter on tribal letterhead requesting the Birth Certificate for adoption purposes ONLY.
  
  
  - A $30 check or money order.
  
  - A copy of identification of the tribal member requesting the certificate (the member who wrote and signed the letter).
Before You Begin

- Paternity Issues
  - Consider adding the biological father to the original birth record before the adoption is processed if he is not already listed. After the adoption occurs, he cannot be added.
  - The father’s information is important for:
    - Blood quantum testing
    - Inheritance benefits
    - Genetic medical conditions
    - Determining program eligibility
Before You Begin

- The biological father can be added to the original birth certificate by:
  - Voluntary affidavit of paternity (A/P)
    - Both parents agree who the biological father is
    - Contact the HAVRS, court or hospital for A/P forms
    - A completed and signed A/P can be submitted with or before the adoption paperwork, **not after**
  - CSSD (Child Support) can also establish paternity involuntarily
  - A court order establishing paternity
Before You Begin

Voluntary affidavit of paternity (A/P) forms can be requested from the HAVRS, a local courthouse, or hospital.
Before You Begin
Establishing Paternity

- If the mother was married at any time during the child’s birth or pregnancy
  - By state law the husband’s name will be listed on the birth certificate. In this case the tribal council will not need to take any action to establish paternity.
Before You Begin
Establishing Paternity

The mother is or was married at any time during pregnancy and the husband is NOT the biological father

- By state law the husband’s name will be listed on the birth certificate, even if the husband is not the biological father. To add the biological father’s name on the birth certificate, the mother, the husband, and the biological father must complete and sign a voluntary affidavit of paternity form.

- Paternity can also be established or disestablished by CSSD or a court order.
Before You Begin
Establishing Paternity

- The mother was not married at any time during pregnancy
  - By state law the biological father’s name cannot be listed on the birth certificate if the mother is not married at any time during her pregnancy. To add the biological father’s name on the birth certificate, the mother and the biological father must complete and sign a voluntary affidavit of paternity form.
Before You Begin

- If the child is in state custody you will need to get a release from OCS (Office of Children’s Services)

If yes, check this box and contact OCS to get a release from state custody. The Health Analytics & Vital Records will need a copy of the release.
Completing the Cultural Adoption Paperwork
Completing the Request for a New Birth Certificate – Part 1

This information comes mainly from the child’s original birth certificate.
Completing the Request for a New Birth Certificate – Part 1

Items 1 – 2

The child’s village when the adoption occurred and the tribal authority recognizing the adoption

<table>
<thead>
<tr>
<th>1. CITY, TOWN, OR VILLAGE WHERE CHILD LIVED WHEN ADOPTION OCCURRED</th>
<th>2. TRIBAL AUTHORITY RECOGNIZING ADOPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cicely</td>
<td>Your tribal name</td>
</tr>
</tbody>
</table>

Note: Box #2 must match either box #9 (the child’s village, tribe, or council); box #13 (the biological father’s village, tribe, or council); or box #17 (the biological mother’s village, tribe, or council);
Completing the Request for a New Birth Certificate – Part 1

Item 3
The child’s new adoptive name

The child’s new first name  |  middle name  |  last name

3. NAME OF CHILD AFTER ADOPTION (first)  |  (middle)  |  (last)  
New first name  |  New middle name  |  New last name

Note: The child’s new name can be the same name as on the original birth certificate. If it is the same, it will still need to be listed, it can’t be left blank.
Completing the Request for a New Birth Certificate – Part 1

| Item 4 | The name of the child at birth. This information comes from the original birth certificate. |

<table>
<thead>
<tr>
<th>4. NAME OF CHILD AT BIRTH (first)</th>
<th>(middle)</th>
<th>(last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>AM</td>
<td>SAM</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part 1

Items 5 - 8
The child’s birth information

Note: The child’s race is not listed on the original birth certificate.
Completing the Request for a New Birth Certificate – Part 1

Items 9 - 10
The child’s village or council and the number of person’s adopting

The name of the child’s village or council goes here

Check the box for the number of adoptive parents that are adopting the child.

<table>
<thead>
<tr>
<th>9. NAME OF CHILD’S VILLAGE, TRIBE, OR COUNCIL</th>
<th>10. NUMBER OF PERSONS ADOPTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>The child’s village or council</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part 1

Item 11

The biological father’s name.

Note: The biological father’s name does not need to be included if it is not listed on the original birth certificate. If the biological mother claimed child support, the father’s name will be listed.
Completing the Request for a New Birth Certificate – Part 1

Items 12-14

The biological father’s race, tribe and SSN.

Note: The biological father’s information should only be included if he is on the original birth certificate or you have also submitted a signed affidavit of paternity with the adoption packet.

<table>
<thead>
<tr>
<th>12. FATHER’S RACE</th>
<th>13. NAME OF FATHER’S VILLAGE, TRIBE, OR COUNCIL</th>
<th>14. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father’s Race</td>
<td>Name of father’s council</td>
<td>XXX-XX-XXXXX</td>
</tr>
</tbody>
</table>

Note: If the social security number is unknown or unavailable, write N/A or unknown.
Item 15
The biological mother’s name

<table>
<thead>
<tr>
<th>15. BIOLOGICAL MOTHER’S NAME (first)</th>
<th>(middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALLY MAE</td>
<td>SAM</td>
</tr>
<tr>
<td>JONES</td>
<td></td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part 1

**Items 16-18**
The biological mother’s race, tribe and SSN.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Mother’s Race</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Name of Mother’s Village, Tribe, or Council</td>
<td>Mother’s village or council</td>
</tr>
<tr>
<td>18.</td>
<td>Social Security Number</td>
<td>XXX-XX-XXXXX</td>
</tr>
</tbody>
</table>

Note: If the social security number is unknown or unavailable, write N/A or unknown.
Completing the Request for a New Birth Certificate – Part II

This section will be used to prepare the child’s post-adoptive (new) birth certificate. The information comes from the adoptive parents. If this is a step-parent adoption, the biological parent that will remain on the birth certificate must also provide their information in Part II.
Completing the Request for a New Birth Certificate – Part II

If the father who is adopting the child is NOT the biological father then check this box.

If the biological father is to be listed on the new birth certificate check this box.

If Parent A adopting the child is of same-sex then check this box.

If the mother who is adopting the child is NOT the biological mother then check this box.

If the biological mother is to be listed on the new birth certificate check this box.

If Parent B adopting the child is of same-sex then check this box.
Completing the Request for a New Birth Certificate – Part II

Items 19-24 are about the adoptive Father/Parent A

Note: Items 19-24 are completed only if there is an adoptive father or if the biological father is to be listed on the new birth certificate.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Father/Parent's Name (first)</td>
</tr>
<tr>
<td></td>
<td>(middle)</td>
</tr>
<tr>
<td></td>
<td>(last, suffix)</td>
</tr>
<tr>
<td>20</td>
<td>Father/Parent's Date of Birth</td>
</tr>
<tr>
<td>21</td>
<td>State of Birth</td>
</tr>
<tr>
<td>22</td>
<td>Race</td>
</tr>
<tr>
<td>23</td>
<td>Name of Father/Parent's Village, Tribe, or Council</td>
</tr>
<tr>
<td>24</td>
<td>Father/Parent's Social Security Number</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

**Item 19**

The adoptive father/parent A’s name

<table>
<thead>
<tr>
<th>Item 19: FATHER/PARENT A’S NAME</th>
<th>(first)</th>
<th>(middle)</th>
<th>(last, Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>father/parent A’s first name</td>
<td></td>
<td></td>
<td>father/parent A’s last name, Suffix</td>
</tr>
<tr>
<td>The adoptive father/parent A’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>first name goes here</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The adoptive father/parent A’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>middle name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The adoptive father/parent A’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>last name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

Items 20-22

The adoptive father/parent A’s date of birth, place of birth, and race.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Father/Parent A’s Date of Birth</td>
</tr>
<tr>
<td>21.</td>
<td>State of Birth</td>
</tr>
<tr>
<td>22.</td>
<td>Race</td>
</tr>
</tbody>
</table>

- The adoptive father/parent A’s date of birth goes here
- The adoptive father/parent A’s state of birth goes here
- The adoptive father/parent A’s race goes here

Example:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Father/Parent A’s Date of Birth</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td>22.</td>
<td>Race</td>
<td>Alaska Native</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

Items 23-24

The adoptive father/parent A’s village or council and SSN

<table>
<thead>
<tr>
<th>23. NAME OF FATHER/PARENT A'S VILLAGE, TRIBE, OR COUNCIL</th>
<th>24. FATHER/PARENT A'S SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of village or council</td>
<td>XXX-XX-XXXXX</td>
</tr>
</tbody>
</table>

Note: The adoptive father/parent A’s social security number is required by federal law.
Items 25-30 are about the adoptive mother/parent B

Note: Items 25-30 are completed only if there is an adoptive mother/parent B or if the biological mother is to be listed on the new birth certificate.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25. MOTHER/ PARENT B'S NAME (first)</td>
<td>(middle)</td>
<td>(last)</td>
</tr>
<tr>
<td>26. MOTHER/PARENT B'S DATE OF BIRTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. STATE OF BIRTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. RACE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. NAME OF MOTHER/PARENT B'S VILLAGE, TRIBE, OR COUNCIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. MOTHER/PARENT B'S SOCIAL SECURITY NUMBER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

Item 25

The adoptive mother/parent B’s name

The adoptive mother/parent B’s first name goes here

The adoptive mother/parent B’s middle name

The adoptive mother/parent B’s last name

The adoptive mother/parent B’s maiden name

Note: The adoptive mother/parent B’s maiden name is the last name listed on the birth certificate
Completing the Request for a New Birth Certificate – Part II

Items 26-28
The adoptive mother/parent B’s date of birth, place of birth, and race

The adoptive mother/parent B’s date of birth
The adoptive mother/parent B’s state of birth
The adoptive mother/parent B’s race

26. MOTHER/PARENT B’S DATE OF BIRTH
   mm/dd/yyyy

27. STATE OF BIRTH
   State of birth

28. RACE
   Alaska Native
Completing the Request for a New Birth Certificate – Part II

Items 29-30
The adoptive mother/parent B’s village or council and SSN.

<table>
<thead>
<tr>
<th>29. NAME OF MOTHER/Parent B’S VILLAGE, TRIBE, OR COUNCIL</th>
<th>30. MOTHER/Parent B’S SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village or council</td>
<td>XXX-XX-XXXXX</td>
</tr>
</tbody>
</table>

Note: The adoptive mother/parent B’s social security number is **required by federal law**.
Completing the Request for a New Birth Certificate – Part II

Items 31-33 are about the adoptive parent’s addresses and phone number. We use this information for communication. DO NOT leave blank.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>31. PHYSICAL ADDRESS AT TIME OF THIS BIRTH</td>
<td>(City/Town)</td>
<td>(State)</td>
<td>(Zip Code)</td>
</tr>
<tr>
<td>32. ADOPTIVE PARENT’S CURRENT MAILING ADDRESS</td>
<td>(City/Town)</td>
<td>(State)</td>
<td>(Zip Code)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. TELEPHONE NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

Item 31
The adoptive parent’s residence address at time of the child's birth.

<table>
<thead>
<tr>
<th>The street address</th>
<th>The city/town</th>
<th>And the state</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence at child’s birth</td>
<td>City, town, or location</td>
<td>Alaska</td>
<td>99999</td>
</tr>
</tbody>
</table>

Note: If the adoptive parents do not have a street address, write N/A and just write their city and state.
Completing the Request for a New Birth Certificate – Part II

Item 32

The adoptive parent’s mailing address. This information is required.

The adoptive parent(s) mailing address

The adoptive parent(s) phone number

<table>
<thead>
<tr>
<th>32. ADOPTIVE PARENT’S CURRENT MAILING ADDRESS</th>
<th>33. TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current mailing address</td>
<td>XXX-XXX-XXXX</td>
</tr>
</tbody>
</table>

This information is important to mail the birth certificate and to contact the parents with any questions.
Completing the Request for a New Birth Certificate – Part II

Item 34

The adoptive parent(s) signatures. Both adoptive parents **must** sign if more than one parent is adopting. Original signatures are required.

The adoptive father/parent A sign here  The adoptive mother/parent B sign here

SIGNATURE OF ADOPTIVE PARENT(S) VERIFYING ITEMS #19-33

SIGNATURE OF ADOPTIVE FATHER/PARENT A *(Required)*

SIGNATURE OF ADOPTIVE MOTHER/PARENT B *(Required)*

Sign here
Completing the Request for a New Birth Certificate – Part II

Items 35-37 are about the Tribal Official that is approving the adoption and it must be the President, Vice President, Chairman, or Tribal Administrator. (The Secretary, ICWA coordinator, or admin support staff can't sign as the Tribal Official)

<table>
<thead>
<tr>
<th>35a. SIGNATURE AND SEAL OF TRIBAL AUTHORITY</th>
<th>35b. PRINT/TYPE NAME OF PERSON SIGNING FOR VILLAGE OR TRIBE. (Must match Tribal Resolution and Tribal Statement forms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>36a. DATE SIGNED</td>
<td>36b. POSITION IN TRIBE. (Must be President, Vice President, Chairman, or Tribal Administrator.)</td>
</tr>
<tr>
<td></td>
<td>37. TELEPHONE NUMBER</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

Items 35a – 35b
The signature and typed/printed name of the tribal authority (Tribal Official)

The tribal authority’s signature and tribal seal goes here

The printed or typed name of the tribal authority

Note: In most cases the tribal president should sign the paperwork. However, when the tribal president is unavailable to sign, any other tribal official may sign the tribal resolution, except for the tribal secretary.
Completing the Request for a New Birth Certificate – Part II

Items 36 - 37

The date signed, the tribal authority’s position in the tribe (Must be President, Vice President, Chairman, or Tribal Administrator) and telephone number.

<table>
<thead>
<tr>
<th>36a. DATE SIGNED</th>
<th>36b. POSITION IN TRIBE (Must be President, Vice President, Chairman, or Tribal Administrator.)</th>
<th>37. TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
<td>President</td>
<td>XXX-XXXX</td>
</tr>
</tbody>
</table>
Fee and Revision Date

The very bottom of the page will state the current adoption fee and revision date of the form. **Please do not submit outdated forms.** Our current fees for processing the adoption and obtaining a new Birth Certificate is $60. This fee does not include **certified copies of the completed cultural adoption packet** which is extra $30. At some point, you will need certified copies of the adoption (adoption decree) for social security, tribal enrollment, and other legal purposes. We require a letter on **Tribal letterhead** and copy of **photo ID** of the Tribal official requesting the copies.

For more information on how to request certified copies of the adoption, please contact our Special Services unit at 465-1200.

**Current Fee.** The most recent adoption fee is $60. This fee includes one birth certificate. Add extra $30 and letter/ID from council for certified copies of the completed adoption packet.
Completing the Parental Statement

PARENTAL STATEMENT
ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES
HEALTH ANALYTICS & VITAL RECORDS
P.O. BOX 110675
JUNEAU, ALASKA 99811-0675

THIS DOCUMENT IS VALID FOR USE ONLY IN THE STATE OF ALASKA

I certify that I am the biological mother/father of ____________________________ (Name of child as listed on Birth Certificate)

This child is an Indian child as defined in 25 U.S.C. 1903 (4) due to being a member of, or is the biological child of a member of, and is eligible for membership in ____________________________ (name of village, tribe, or council) as defined in 25 U.S.C. 1903 (5). This child has been adopted, under the custom of the child’s tribe. The adoptive parent(s) are:

__________________________ (Name of adoptive Father/Parent A) ____________________________ (Name of adoptive Mother/Parent B)

BIOLOGICAL MOTHER
I certify under penalty of perjury that the foregoing is true.

Biological Mother’s Signature ____________________________

Mailing Address ____________________________

City, State, Zip ____________________________

NOTARY
Subscribed and sworn to (or affirmed) before me at ____________________________
on the ________ day of ________, 20_____.

(Signature of notary) ____________________________

My commission expires: ____________________________

BIOLOGICAL FATHER
I certify under penalty of perjury that the foregoing is true.

Biological Father’s Signature ____________________________

Mailing Address ____________________________

City, State, Zip ____________________________

NOTARY
Subscribed and sworn to (or affirmed) before me at ____________________________
on the ________ day of ________, 20_____.

(Signature of notary) ____________________________

My commission expires: ____________________________
Completing the Parental Statement

The adoptive father/parent A's name must match the name on the request for a new birth certificate form VS 901 (Item 25).

The child’s name must match the name on the original birth certificate.

The name of your council or village.

The adoptive mother/parent B's name must match the name on the request for a new birth certificate form VS 901 (Item 19).
Completing the Parental Statement

The biological mother’s statement

The biological mother signs here

Note: If the biological mother can not be located then leave this item blank. The tribal official will then check the box stating ‘She knew or had notice of the adoption at the time it occurred, but could not be contacted through reasonable means’ on the tribal statement.
Completing the Parental Statement

The notary’s statement

The day, month, and year signed

The notary signs here

The city where signed

The notary’s seal/stamp

The date the notary’s commission expires

NOTARY
Subscribed and sworn to (or affirmed) before me at Location on the 20th day of April, 20__, 20__.

Notary’s signature

(Signature of notary)

My commission expires: mm/dd/yyyy
Completing the Parental Statement

The biological father’s statement

The biological father signs here

<table>
<thead>
<tr>
<th>BIOLOGICAL FATHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify under penalty of perjury that the foregoing is true.</td>
</tr>
<tr>
<td>Biological Father’s Signature</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>Father’s city, state, and zip code</td>
</tr>
</tbody>
</table>

The biological father’s address

Note: If there is no biological father listed on the original birth certificate leave this blank. If the biological father can not be located then leave this item blank and the tribal official will need to check the applicable box on the tribal statement.
Completing the Parental Statement

The notary’s statement

The day, month, and year signed

The city where signed

The notary signs here

The notary’s seal/stamp

The date the notary’s commission expires

Subscribed and sworn to (or affirmed) before me at Location on the 20th day of April, 20__.

Notary’s signature

(Signature of notary)

My commission expires: mm/dd/yyyy
Completing the Tribal Statement

TRIBAL STATEMENT
ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES
HEALTH ANALYTICS & VITAL RECORDS
P.O. BOX 110675
JUNEAU, ALASKA 99811-0675

THIS DOCUMENT IS VALID FOR USE ONLY IN THE STATE OF ALASKA

I affirm that ____________________________, who is a member of, or is the biological child of a member of and is eligible for membership in ________________________________
(Name of child as listed on Birth Certificate) (Name of Village, Tribe, or Council)
is an Indian child as defined under 25 U.S.C. 1903(4), and has been adopted under tribal custom and the tribe has not been informed of any person or agency other than the adoptive parents who is asserting claim to custody under state or tribal law.

The biological parents of ____________________________,
(Name of child as listed on Birth Certificate)
are ____________________________ and ____________________________
(Name of biological mother) (Name of biological father)
The adoptive parents are ____________________________ and ____________________________
(Adoptive Father/Parent A) (Adoptive Mother/Parent B)

(The following information is required. DO NOT leave blank. Select only one box for each parent)

The biological mother did not sign the PARENTAL STATEMENT because:
☐ She is deceased.
☐ She knew or had notice of the adoption at the time it occurred, but could not be contacted through reasonable means.
☐ Not applicable (the biological mother signed the parental statement).

The biological father did not sign the PARENTAL STATEMENT because:
☐ He is deceased.
☐ He knew or had notice of the adoption at the time it occurred, but could not be contacted through reasonable means.
☐ Not applicable (the biological father signed the parental statement).

I certify under penalty of perjury that the foregoing is true.

Name ____________________________ Date ____________ (M / D / Y)

(First, Middle, Last name) (Must match form VS 907)

Signed ____________________________

(signature of Tribal Official) (Must match form VS 907)

Mailing Address ____________________________

City, State, Zip ____________________________

AFFIX TRIBAL SEAL OR RESOLUTION

VS 892
(Rev. April 2020)
Completing the Tribal Statement

The child’s name at birth and both biological and adoptive parents’ names go here

Note: The name at birth must be the same as on the original birth certificate

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TRIBAL STATEMENT

ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES
HEALTH ANALYTICS & VITAL RECORDS
P.O. BOX 110675
JUNEAU, ALASKA 99811-0675

I affirm that ____________________________, who is a member of, or is the biological child of a member of and is eligible for membership in ____________________________, is an Indian child as defined under 25 U.S.C. 1903(4), and has been adopted under tribal custom and the tribe has not been informed of any person or agency other than the adoptive parents who is asserting claim to custody under state or tribal law.

The biological parents of ____________________________

are ______________________ and ______________________.

(Name of biological mother)  (Name of biological father)

The adoptive parents are ______________________ and ______________________.

(Adoptive Father/Parent A)  (Adoptive Mother/Parent B)
Completing the Tribal Statement

Statement regarding why biological parents did not sign parental statement

If one or both biological parents are unable to sign the parental statement, check the applicable box for each parent. **DO NOT leave blank.**

If a father is not listed on the original birth certificate, you may leave the father’s section blank.

(The following information is required. **DO NOT leave blank. Select only one box for each parent**)

<table>
<thead>
<tr>
<th>The biological mother did not sign the PARENTAL STATEMENT because:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] She is deceased.</td>
</tr>
<tr>
<td>[ ] She knew or had notice of the adoption at the time it occurred, but could not be contacted through reasonable means.</td>
</tr>
<tr>
<td>[ ] Not applicable (the biological mother signed the parental statement).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The biological father did not sign the PARENTAL STATEMENT because:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] He is deceased.</td>
</tr>
<tr>
<td>[ ] He knew or had notice of the adoption at the time it occurred, but could not be contacted through reasonable means.</td>
</tr>
<tr>
<td>[ ] Not applicable (the biological father signed the parental statement).</td>
</tr>
</tbody>
</table>
Completing the Tribal Statement

This section must be completed, regardless of which boxes are checked.

The printed or typed name of the tribal official goes here. The Tribal official must remain the same person throughout the cultural packet, and this person must sign form VS 901 and VS 8902.

I certify under penalty of perjury that the foregoing is true.

Printed/typed name of tribal official

Date mm/dd/yyyy

Signature of the tribal official*

Signature of Tribal Official. (Must match form VS 901)

Mailing Address

Mailing address

City, State, Zip

City, state, and zip code

AFFIX TRIBAL SEAL OR RESOLUTION

*Note: the tribal Secretary may not sign as a Tribal Official.
Completing the Tribal Resolution

TRIBAL RESOLUTION

NATIVE VILLAGE OF __________________ RESOLUTION NO. __________________

THIS DOCUMENT IS VALID FOR USE ONLY IN THE STATE OF ALASKA

WHEREAS, the Native Village of ____________________ is the tribe of ____________________; and
WHEREAS, the Native Village of ____________________ has recognized the adoption of ____________________ by ____________________ and ____________________, the (Name of child as listed on Birth Certificate) (Name of child as listed on Birth Certificate) (Name of Adoptive Parents)
WHEREAS, the adoptive parents wish to have a new birth certificate issued for ____________________, to reflect this adoption;
____________________________ (Name of child following adoption) (Must match item 3 on page 1)
NOW THEREFORE BE IT RESOLVED THAT ____________________ (Name of Tribal Official)
(Must match name on forms VS 901 & VS 8902)
is hereby authorized to sign any documents necessary for the purposes of obtaining a new birth certificate for said child.

 Done by Council action this __________ day of ____________________, 20________

CERTIFICATION

(Required)

I ____________________, the Secretary of the Village Council for the Native Village of ____________________, do hereby certify that on the ____________________, 20____ a quorum of the Village Council of the Native Village of ____________________ was formed, and passed the above resolution by ________ voting in favor and ________ against the measure.

____________________________
Signature of Secretary
(The Secretary and the Tribal Official cannot be the same person)
Completing the Tribal Resolution

The tribe’s resolution number goes here. This is required. DO NOT leave blank.

Your village or council name goes here.
Completing the Tribal Resolution

The child’s name at birth goes here

**Note:** This information must be the same throughout the whole cultural adoption packet and it must match the Birth Certificate. If it doesn't match, it will be deemed unacceptable for processing.

Your village or council name goes here
Completing the Tribal Resolution

The adoptive parent(s) name(s) goes here

**Note:** This information must match items 19 and 25 on the request for new birth certificate form VS 901.

Names of adoptive father/parent A and adoptive mother/parent B and

WHEREAS, the adoptive parents wish to have a new birth certificate issued for
Child's new name (after adoption)

(Name of child as listed on Birth Certificate)

(Name of Adoptive Parents)

(Name of child following adoption)

(Must match item 3 on page 1)

The child’s adoptive name goes here

**Note:** This information must match item 3 on the new (after-adoption) certificate request form VS 901. If name doesn't match, we will require a new form.
Completing the Tribal Resolution

The name of the tribal official (usually the tribal president)

NOW THEREFORE BE IT RESOLVED THAT [Tribal official name goes here]

(name of tribal official)

is hereby authorized to sign any documents necessary for the purposes of obtaining a new birth certificate for said child.

Done by Council action this [20th] day of [April] [month and year of the resolution], 2020.

Note: In most cases the tribal president should sign the paperwork. However, when the tribal president is unavailable to sign, any other tribal official may sign the tribal resolution, except for the tribal secretary or admin. support staff.
Before You Send In the Paperwork
The child’s name at birth must be the same on all pages of the form.

Note: Child's name at birth must match the birth certificate.

The request for a new birth certificate. VS 901

The Tribal resolution VS 8901

The Tribal statement VS 8902

The parental statement VS 8903
The child’s adoptive name must be the same on all pages of the form.

The request for a new birth certificate

The Tribal Resolution

Note: The child's name after adoption must match on both forms. If name doesn't match, we will require a new forms.
The biological parent(s) name(s) must be the same on all pages of the form.

**Note:** The name of the biological parents must match the names listed on the child's Birth Certificate.

<table>
<thead>
<tr>
<th>11. BIOLOGICAL FATHER'S NAME (first)</th>
<th>(middle)</th>
<th>(last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. BIOLOGICAL MOTHER'S NAME (first)</td>
<td>(middle)</td>
<td></td>
</tr>
<tr>
<td>(maiden – LAST NAME ON MOTHER'S BIRTH CERTIFICATE)</td>
<td>(last)</td>
<td></td>
</tr>
</tbody>
</table>

**The request for a new birth certificate**

**The parental statement**

**The tribal statement**
The adoptive parent(s) name(s) must be the same on all pages of the form.

The request for a new birth certificate VS 901

The Tribal resolution VS 8901

The parental statement VS 8903
The tribal official’s name must be the same on all pages of the form.

The request for a new birth certificate

The Tribal resolution

The Tribal statement
Before sending the cultural adoption paperwork to the Health Analytics & Vital Records, make a copy for your personal records.

Send the **ORIGINAL** paperwork and $60 fee to:

Health Analytics & Vital Records Section  
Special Services Unit  
P.O. Box 110675  
Juneau, AK 99811-0675

The Health Analytics & Vital Records cannot accept copies of original forms or faxes of original forms. **All signatures, seals, and notarizations need to be original.**

See instructions on last page on how to obtain certified copies of the completed cultural adoption packet.
INSTRUCTIONS TO OBTAIN CERTIFIED COPIES OF THE COMPLETED CULTURAL ADOPTION.

After a Cultural Adoption occurs it is common for adoptive parents to require certified copies of the cultural adoption papers (adoption decree). These legal documents are often required to show proof of adoption for social security, tribal enrollment, insurance, and other legal purposes. Please note that these documents must be sent directly to the tribal council unless the letter from the council states to mail it to the parents and provides their current mailing address.

In order to obtain the adoption decree the following must be submitted:

1. A letter written on Tribal letterhead from the council who granted the adoption requesting certified copies of the cultural adoption. In this letter please list: the Adoptee’s full name after adoption, date of birth, adoptive parent's names, and which tribe the child is a member of.

2. A photocopy of the current photo ID of the tribal employee who signs the Council’s letter request. ID and signature on letter must match.

3. A check or money order in the amount of $30.00 and the mailing address or the tribe that recognized the adoption. We also accept payment by credit card via the Birth Certificate Request form. Please note that with credit card payments we will also require a photocopy of ID of the cardholder with a signature underneath it. If faxed or emailed, we require an additional $11 expedite fee; otherwise standard issuance time will apply. Please see the Birth Certificate Request form for more information regarding payments by credit card.

Please submit all 3 items together to us to:

Health Analytics and Vital Records
Attn: Adoptions
PO Box 110675
Juneau, AK 99801

If paying by credit card, you may also send it by fax or email to:
Fax: 907-465-3423 ATTN: Adoptions
BVSSpecialServices@alaska.gov

**To avoid double charges, please use only one of the above methods**