Cultural Adoption Training

Health Analytics & Vital Records Section (HAVRS)

Special Services Unit

Phone: 907-465-3391

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
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)).
Cultural Adoption Forms - Overview

TRIBAL RESOLUTION

NATIVE VILLAGE OF ____________________________

RESOLUTION NO. ____________________________

(Village Council)

THIS DOCUMENT VALID FOR USE ONLY IN THE STATE OF ALASKA

WHEREAS, the Native Village of ____________________________ is the tribe of ____________________________ and ____________________________ at birth (

28. 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 (November 2017 revision date)

- We recommend that you save and keep a copy of the paperwork for your records before sending it to the HAVRS. These copies may be important in the future for social security, tribal enrollment, and other legal purposes.
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.

### IV. Schooling of Biological Parent
- **MOTHER**: Elementary or Secondary (0-12) ______, College (1-4) ______
- **FATHER**: Elementary or Secondary (0-12) ______, College (1-4) ______

### V. Physical Description of Biological Parent(s) on Day of Child’s Birth
- **MOTHER**: Height ______, Weight ______, Color of eyes ______, Color of Hair ______, Color of Skin ______
- **FATHER**: Height ______, Weight ______, Color of eyes ______, Color of Hair ______, Color of Skin ______

### VI. Other Children
- **MOTHER**: The number of other children born to the MOTHER ______
- **FATHER**: The number of other children born to the FATHER ______

### VII. Were Biological Parents Alive at Time of Adoption?
- **MOTHER**: Yes _____, No _____
- **FATHER**: Yes _____, No _____

### VIII. Religious Preference of Biological Parents
- **MOTHER**: ______
- **FATHER**: ______

### IX. Special Information such as pictures, letters, statements, etc.
- **MOTHER**: ______
- **FATHER**: ______
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 stating the child’s name at birth, date of birth, place of birth, biological parent(s) name(s), tribal membership, and purpose of request (adoption purposes).
  - 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 can no longer be added.
  - The father’s information is important for
    - Blood quantum testing
    - Inheritance benefits
    - Genetic medical conditions
    - Determining program eligibility
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 or 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 (if given at the hospital) 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 (if given at the hospital) 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.
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.
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

<table>
<thead>
<tr>
<th>3. NAME OF CHILD AFTER ADOPTION (first)</th>
<th>(middle)</th>
<th>(last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New first name</td>
<td>New middle name</td>
<td>New last name</td>
</tr>
</tbody>
</table>

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>0. 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><em>1</em>  <em>2</em></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.

<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.
Completing the Request for a New Birth Certificate – Part 1

Item 15
The biological mother’s name

<table>
<thead>
<tr>
<th>15. BIOLOGICAL MOTHER’S NAME (first)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALLY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>maiden – last name on mother’s birth certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE JONES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM</td>
</tr>
</tbody>
</table>

[Image of a birth certificate with details filled in]
Completing the Request for a New Birth Certificate – Part 1

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

The biological mother’s race goes here
The biological mother’s tribe or village goes here
The biological mother’s SSN goes here

Note: If the social security number is unknown or unavailable, write N/A.
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

Father
- Adoptive
- Biological

Mother
- Adoptive
- Biological

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 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.
Completing the Request for a New Birth Certificate – Part II

Items 19-24 are about the adoptive father

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’S NAME &lt;br&gt; (first)</td>
</tr>
<tr>
<td>20.</td>
<td>FATHER’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’S VILLAGE, TRIBE, OR COUNCIL</td>
</tr>
<tr>
<td>24.</td>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

Item 19
The adoptive father’s name

Father's first name | Father’s middle name | Father’s last name

The adoptive father’s first name goes here
The adoptive father’s middle name
The adoptive father’s last name
Completing the Request for a New Birth Certificate – Part II

**Items 20-22**

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

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

20. FATHER’S DATE OF BIRTH
   mm/dd/yyyy

21. STATE OF BIRTH
   State of birth

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

Items 23-24
The adoptive father’s village or council and SSN

The adoptive father’s village or council

The adoptive father’s SSN

23. NAME OF FATHER’S VILLAGE, TRIBE, OR COUNCIL

Name of village or council

24. SOCIAL SECURITY NUMBER

XXX-XX-XXXX

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

Items 25-30 are about the adoptive mother

Note: Items 25-30 are completed only if there is an adoptive mother 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25. MOTHER’S NAME (first)</td>
<td>(middle)</td>
<td>(last)</td>
<td>(maiden)</td>
</tr>
<tr>
<td>26. MOTHER’S DATE OF BIRTH</td>
<td>27. STATE OF BIRTH</td>
<td>28. RACE</td>
<td></td>
</tr>
<tr>
<td>29. NAME OF MOTHER’S VILLAGE, TRIBE, OR COUNCIL</td>
<td>30. 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’s name

The adoptive mother’s first name goes here
The adoptive mother’s middle name
The adoptive mother’s last name
The adoptive mother’s maiden name

25. MOTHER’S NAME (first) (middle) (last) (maiden)

First name Middle name Last name Maiden name

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

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

<table>
<thead>
<tr>
<th>26. MOTHER’S DATE OF BIRTH</th>
<th>27. STATE OF BIRTH</th>
<th>28. RACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
<td>State of birth</td>
<td>Alaska Native</td>
</tr>
</tbody>
</table>
Completing the Request for a New Birth Certificate – Part II

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.</td>
<td>NAME OF MOTHER’S VILLAGE, TRIBE, OR COUNCIL</td>
</tr>
<tr>
<td>30.</td>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
</tbody>
</table>

- **Village or council**

- **XXX-XX-XXXX**

Note: The adoptive mother’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

<table>
<thead>
<tr>
<th>31. PHYSICAL ADDRESS AT TIME OF THIS BIRTH</th>
<th>(City / Town)</th>
<th>(State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. CURRENT MAILING ADDRESS OF ADOPTIVE PARENTS</td>
<td>(City / Town)</td>
<td>(State)</td>
</tr>
</tbody>
</table>

Completing the Request for a New Birth Certificate – Part II

### Item 31
The adoptive parent’s residence address

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

<table>
<thead>
<tr>
<th>Current mailing address</th>
<th>(City / Town)</th>
<th>(State)</th>
<th>33. TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XXXX</td>
<td></td>
<td></td>
<td>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.

The adoptive parent(s) sign here

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

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

Items 35-37 are about the tribal authority

<table>
<thead>
<tr>
<th>35a. SIGNATURE AND SEAL OF TRIBAL AUTHORITY</th>
<th>35b. PRINT/TYPE NAME OF PERSON SIGNING FOR VILLAGE OR TRIBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>36a. DATE SIGNED</td>
<td>36b. POSITION IN TRIBE</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

<table>
<thead>
<tr>
<th>Signature and seal</th>
<th>Printed name of tribal authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tribal authority’s signature and tribal seal goes here</td>
<td>The printed or typed name of the tribal authority</td>
</tr>
</tbody>
</table>

**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, and telephone number

<table>
<thead>
<tr>
<th>The date signed</th>
<th>The tribal authority’s position in the tribe</th>
<th>The telephone number of the tribe</th>
</tr>
</thead>
<tbody>
<tr>
<td>36a. DATE SIGNED</td>
<td>36b. POSITION IN TRIBE</td>
<td>37. TELEPHONE NUMBER</td>
</tr>
<tr>
<td>mm/dd/yyyy</td>
<td>President</td>
<td>XXX-XXXX</td>
</tr>
</tbody>
</table>
The very bottom of the page will state the current adoption fee and revision date of the form. The current fee is $60.

Revision Date. The revision date for the most current form is November 2017.

Current Fee. The most recent adoption fee is $60. This fee includes one birth certificate.
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 VALID FOR USE ONLY IN THE STATE OF ALASKA

I certify that I am the biological mother/father of __________________________ (name of child at birth).

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 mother)
__________________________ __________________________ (name of adoptive father)

BILOGICAL 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: ____________________________

US 982
(Rev. 10-11)

BILOGICAL 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: ____________________________

US 982
(Rev. 10-11)
Completing the Parental Statement

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

The name of your council or village.

The adoptive father name must match the name on the request for a new birth certificate form (Item 19).

The adoptive mother name must match the name on the request for a new birth certificate form (Item 25).
Completing the Parental Statement

The biological mother’s statement

The biological mother signs here

<table>
<thead>
<tr>
<th>BIOLOGICAL MOTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify under penalty of perjury that the foregoing is true.</td>
</tr>
<tr>
<td>Mother’s signature</td>
</tr>
</tbody>
</table>

Mailing Address |
| Mother’s mailing address |

City, State, Zip |
| City, state, and zip |

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 city where signed

The notary signs here

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 August, 2017.

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>
</tbody>
</table>

Father’s signature

Father’s mailing address

Father’s city, state, and zip code

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 notary signs here

The city where signed

The date the notary’s commission expires

The notary’s seal/stamp

NOTARY
Subscribed and sworn to (or affirmed) before me at Location on the 20th day of August, 2017.

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 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 ____________________________________________, 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 child)
(name of mother)
(name of father)
The adoptive parents are ____________________________ and ____________________________
(adoptive mother)
(adoptive father)

(Complete only if one or both biological parents are unable to sign parental statement.)

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 ____________
(print or type name of tribal official) (M / D / Y)

Signed ____________________________
(signature of tribal official)

Mailing Address ____________________________

City, State, Zip ____________________________

AFFIX TRIBAL SEAL OR RESOLUTION
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

The name of your village or council

The name of your village or council

I Am Sam
I am the biological child of a member of ______ (name of child at birth)
I am a member of ______ (name of tribe or council)

I am the biological child of ______ (name of mother) and ______ (name of father).

I am the biological child of ______ (name of adoptive mother) and ______ (name of adoptive father).

The biological parents of ______ (name of child) are ______ (name of mother) and ______ (name of father).

The adoptive parents of ______ (name of child) are ______ (adoptive mother) and ______ (adoptive father).
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. If a father is not listed on the original birth certificate, you may leave the father’s section blank.

(Complete only if one or both biological parents are unable to sign parental statement.)

- 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).
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 date signed

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

Name: Printed/typed name of tribal official (print or type name of tribal official)  Date: mm/dd/yyyy (M/D/Y)

Signed: Signature of the tribal official* (signature of tribal official)

Mailing Address: Mailing address

City, State, Zip: City, state, and zip code

*Note: the tribal secretary may not sign as a tribal official.
Completing the Tribal Resolution

TRIBAL RESOLUTION

NATIVE VILLAGE OF __________________________ RESOLUTION NO. ____________

WHEREAS, the Native Village of __________________________ is the tribe of __________________________; and

WHEREAS, the Native Village of __________________________ has recognized the adoption of __________________________ by __________________________ and __________________________; and

WHEREAS, the adoptive parents wish to have a new birth certificate issued for __________________________ to reflect this adoption; and

NOW THEREFORE BE IT RESOLVED THAT __________________________ (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 ______ day of __________________________, ______.

CERTIFICATION

I, __________________________, the Secretary of the Village Council for the Native Village of __________________________, do hereby certify that on the ______ day of __________________________, ______, 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

(Rev. May 15)
Completing the Tribal Resolution

Your village or council name goes here

The tribe’s resolution number goes here

TRIBAL RESOLUTION

NATIVE VILLAGE OF [Your village or council name] (Village Council) RESOLUTION NO. [Number]

WHEREAS, the Native Village of [Your village or council name] is the

This document valid for use only in the state of Alaska not for use with tribal court adoption.

Your village or council name goes here
Completing the Tribal Resolution

The child’s name at birth goes here

Note: This information must match item 4 on the request for new birth certificate request form

tribe of ____________________________________________; and

WHEREAS, the Native Village of ____Your village or council name____ has recognized

The adoption of ____________________________________________ by

____I Am Sam____

(name of child at birth)

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.

Adoptive parent(s) name(s)
__________________________________________________________ and

(name of adoptive parent or parents)

WHEREAS, the adoptive parents wish to have a new birth certificate issued for

Child’s adoptive name
__________________________________________________________ to reflect this adoption;

(name of child following adoption)

The child’s adoptive name goes here
Note: This information must match item 3 on the new (after-adoption) certificate request form.

Ima Real Alaskan

Ima Real Alaskan

Cicely
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 __________ day of August, 2017.

The day, month, and year of the resolution

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.
Before You Send In the Paperwork
The child’s name at birth must be the same on all pages of the form.

WHEREAS, the Native Village of _________________________ is the tribe of _________________________; and
WHEREAS, the Native Village of _________________________ has recognized the adoption of _________________________ by _________________________.

**The Tribal resolution**

**The request for a new birth certificate**

**The parental statement**

**The Tribal statement**

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

I certify that I am the biological mother/father of _________________________.

**The biological parents of** _________________________.
The child’s adoptive name must be the same on all pages of the form.

WHEREAS, the adoptive parents wish to have a new birth certificate issued for

_____________________________ to reflect this adoption;

(name of child following adoption)

<table>
<thead>
<tr>
<th>3. NAME OF CHILD AFTER ADOPTION (first)</th>
<th>(middle)</th>
<th>(last)</th>
</tr>
</thead>
</table>

The Tribal resolution

The request for a new birth certificate
The biological parent(s) name(s) must be the same on all pages of the form.

<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 biological parents of ______________________ (name of child) are ______________________ and ______________________ (name of mother) and ______________________ (name of father).
The adoptive parent(s) name(s) must be the same on all pages of the form.

<table>
<thead>
<tr>
<th>10. FATHER'S NAME (first)</th>
<th>(middle)</th>
<th>(last)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25. MOTHER'S NAME (first)</th>
<th>(middle)</th>
<th>(last)</th>
<th>(maiden)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>34. SIGNATURE OF ADOPTIVE PARENT(S) VERIFYING ITEMS #10-33</th>
</tr>
</thead>
</table>

The adoptive parent(s) are:

___________________________   _________________________
(name of adoptive mother)   (name of adoptive father)

The Tribal resolution

The request for a new birth certificate

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

NOW THEREFORE BE IT RESOLVED THAT ____________________________

(name of tribal official)

I hereby certify that this adoption was recognized under the custom of the tribe.

(Signature and seal of tribal official)

Signed ____________________________

(signature of tribal official)

The Tribal resolution

The request for a new birth certificate

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.