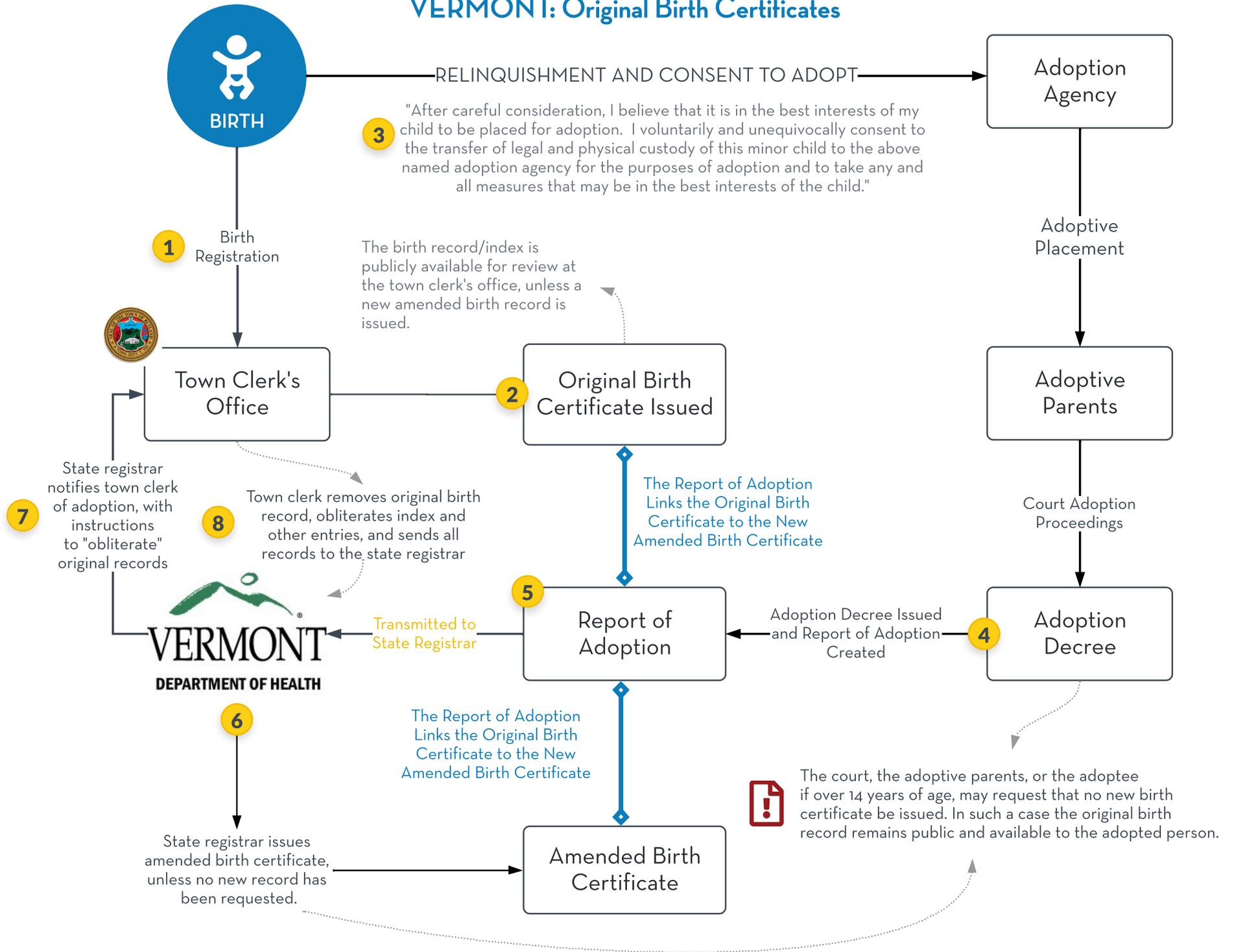


VERMONT: Original Birth Certificates



Additional Details and Context

- 1 All births in Vermont are required to be reported to a town clerk or to the state registrar on a form provided by the state registrar. Births must be reported within five days of birth.
- 2 After registering a report of birth, the town clerk or state registrar issues a birth certificate. The certificate contains all information about the birth, with limited exceptions related to medical, health, and social security information. The birth certificate and the birth index is considered public information available for review at the state registrar or town clerk's office.
- 3 If an adoption of a child is contemplated, all named birthparents must consent to the adoption and release the child for adoption, giving up all rights and custody over child. A relinquishment and consent to adopt does not affect the original birth certificate on file with the town clerk and state registrar.
- 4 Adoption occurs only after court approval and issuance of a decree of adoption. If an adoption does not occur, the original birth certificate remains available to the child and is reviewable in the office of the town clerk or state registrar. Upon completion of an adoption, the court completes a report of adoption.
- 5 The court forwards a report of adoption to the state registrar. The report of adoption must contain "information in the court's record . . . that is necessary to locate and identify the adoptee's birth certificate." The court, the adoptive parents, or the adoptee if over 14 years of age, may request that no new birth certificate be issued.
- 6 Unless no new amended birth certificate is requested, the state registrar issues a new amended birth certificate. The original certificate and all copies of the certificate in the files shall be sealed and shall not be subject to inspection or copying until 99 years after the adoptee's date of birth, except as provided otherwise by law.
- 7 For birth certificates registered prior to July 1, 2019, the state registrar shall notify the town clerk with custody of the certificate, who shall substitute the new or amended birth certificate for the original birth certificate.
- 8 Pursuant to instructions from the state registrar, town clerks must remove the original birth certificate, shred or obliterate the birth index and any other entries containing the birth name of the adopted child, and forward the original birth certificate and all removed records to the state registrar.

A screenshot of a "REPORT OF ADOPTION" form from the Vermont State Registrar. The form is titled "REPORT OF ADOPTION" and includes fields for "Name of Adoptive Parent(s)", "Date of Adoption", "Date of Birth of Adoptee", "Sex of Adoptee", "Race of Adoptee", "Religion of Adoptee", "Education of Adoptee", "Occupation of Adoptee", "Address of Adoptee", "City/Town/Village of Adoptee", "County of Adoptee", "Date of Birth of Adoptive Parent(s)", "Sex of Adoptive Parent(s)", "Race of Adoptive Parent(s)", "Religion of Adoptive Parent(s)", "Education of Adoptive Parent(s)", "Occupation of Adoptive Parent(s)", "Address of Adoptive Parent(s)", "City/Town/Village of Adoptive Parent(s)", "County of Adoptive Parent(s)", "Date of Birth of Adoptive Parent(s)", "Sex of Adoptive Parent(s)", "Race of Adoptive Parent(s)", "Religion of Adoptive Parent(s)", "Education of Adoptive Parent(s)", "Occupation of Adoptive Parent(s)", "Address of Adoptive Parent(s)", "City/Town/Village of Adoptive Parent(s)", "County of Adoptive Parent(s)".

Report of Adoption Form

A screenshot of "INSTRUCTIONS TO TOWN CLERKS" from the Vermont State Registrar. The instructions are numbered 1 through 6. 1. Review the original birth certificate and any consent or parental waiver, if applicable. 2. Determine the correct date of birth, including whether the child was born before or after the state registrar's jurisdiction. 3. Determine the correct date of adoption and whether the parent was alive when the child was born. 4. The state registrar will issue a new birth certificate. 5. Submit a copy of the original birth certificate and any consent or parental waiver to the state registrar. 6. If you do not have the original birth certificate, please provide a copy of the original birth certificate and any consent or parental waiver to the state registrar.

Instructions to Town Clerks

Sample Report of Adoption and Instruction Letter to Town Clerks



Complete this form and return it to:
 Vital Records, Vermont Department of Health 108
 Cherry Street, P.O. Box 70
 Burlington, VT 05402
 Telephone: (802) 863-7275 or (800) 439-5008

REPORT OF ADOPTION

Section I: Decree Information			
Name of Child (as set forth in the decree)			
First	Middle	Last	Suffix
Name of Court Granting Decree		Docket #	
Attorney or Agency Handling the Case		Date Granted	
Address of Attorney or Agency			
Section II: Child's Birth Information			
Name at Birth			Date of Birth
First	Middle	Last	
City / Town, State of Birth			Sex
Father's First Name	Father's Middle Name	Father's Last Name	
Mother's First Name	Mother's Middle Name	Mother's Last Name	
Section III: Parent Information After Adoption			
Mother's First Name	Mother's Middle Name	Mother's Last Name	
Maiden Surname	Mother's U.S. State or Foreign Country of Birth	Mother's Date of Birth	
Father's First Name	Father's Middle Name	Father's Last Name	
Father's U.S. State or Foreign Country of Birth			Father's Date of Birth
Residence Street	Residence Town/City	Residence State	
Mailing Address			
Section IV: New Birth Certificate			
<input type="checkbox"/> Prepare a new birth certificate with adoptive parent information and substitute it for the child's original record.			
<input type="checkbox"/> Do not prepare a new birth certificate. The original birth certificate is to remain the original record of birth.			
Section V: Signature			
Signature of Parent Verifying Sections III and IV			Date
<i>I hereby certify that this adoption was granted in this court on the date stated above.</i> Judge/Register (Signature and Seal)			Date

VDH-VR-ROA
7/2019



State of Vermont [phone] 802-863-7275 *Agency of Human Services*
Department of Health [fax] 802-651-1787
 Vital Records [vt] 800-439-5008
 108 Cherry Street-PO Box 70
 Burlington, VT 05402-0070
HealthVermont.gov

To: [Name of Town/City] Clerk

From: Vital Records

Date: March 15, 2022

Re: Filing a New Birth Certificate and Removing the Original Record for:
 NAME: [adoptee's name prior to adoption]
 DATE OF BIRTH: [adoptee's date of birth]

Enclosed, please find a new birth certificate which has been prepared following an adoption. Please take the following actions:

1. Remove the original birth certificate and any corrected or amended versions, if applicable.
2. Obliterate the volume index entry. Continuous circles over the name are the best and preferred method. White-out and magic marker should not be used.
3. Remove and shred the general index card OR obliterate the journal index entry with continuous circles.
4. File and index the new certificate.
5. Within 5-days of receipt, send the original birth certificate along with a copy of this form letter to Vital Records.
6. If you do *not* have this record on file in your office, *please note that on this form letter and return it to Vital Records.*

Please contact our office at the number listed above with questions.

