

FOREIGN ADOPTION RATIFICATION PROCESS

IR-3 & IH-3

If a child was fully adopted in another country, they will come into this country with an IR-3/IH-3 code

Procedure:

Call the State Vital Records Office, 6 Harrington Rd, Cranston, RI at **401-222-8043** to make an appointment to have a Certificate of Foreign Birth created.

What to bring:

1. Certificate of Citizenship (or Child's Passport showing I-551 status)
2. Foreign Birth Certificate and notarized translation
3. Original documents certified by the US Embassy abroad* (Original Adoption Certificate and notarized translation)
4. Permanent US identification card (aka 'green card' or alien registration card) or Passport showing I-551 status
5. Social Security Card
6. COMPLETED REPORT OF FOREIGN ADOPTION APPLICATION FORM
7. Parent(s) valid, government issued picture ID (Passport/License)
8. If new mother's maiden name is not listed in the Report of Adoption, a certified copy of parent's marriage license is required (if RI marriage, certified copy is not need, we will have it in our office)

*Per US Immigration - #3 refers to Original Adoption Certificate

Parent(s) will be asked to complete, in a legible hand, a REPORT OF FOREIGN ADOPTION APPLICATION FORM prior to the appointment (attached sample). This will be mailed to the parent(s) when they make an appointment or given to the parent(s) by the adoption agency. All information will be taken from the actual adoption decree to create the new Certificate of Foreign Adoption. If the name of the child was not changed in the decree, the parent(s) must go to the Probate Court in the city/town where they live to have the name changed. Once changed, the parent(s) need to bring the court order to Vital Records and the name will be changed on the record.

The official Report of Adoption will be completed at the time of the appointment in Vital Records. Once the Report of Adoption is completed and reviewed by the parent(s), it will be signed by the parent(s) in front of a notary. The Certificate of Foreign Birth will be created and mailed to the parent(s) within a month. There is a one-time \$15.00 fee to create the new record. The cost of the new record is \$22.00 for walk-in or \$25.00 for mail-in services. The cost for additional copies purchased the same day of the same record is \$18.00. Checks or money orders should be made payable to: General Treasurer of Rhode Island.

IR – 4 Code

Parent(s) must go to court to adopt the child and the court will send Vital Records a Report of Foreign Adoption. Once the parent(s) submit the \$15.00 fee to create the record and the birth record fee of \$22.00 for walk-in or \$25.00 for mail-in requests a Certificate of Foreign Birth will be created and mailed to the parent(s). This is usually a 3 month process.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF HEALTH, DIVISION OF VITAL RECORDS
6 HARRINGTON RD, CRANSTON, RI 02920

REPORT OF FOREIGN ADOPTION

DO NOT USE LIQUID CORRECTION FLUID ON THIS FORM

INSTRUCTIONS FOR PART I

Parts I and II must be completed by adopting parents or attorney with information about the parent(s) whose names should appear on the new certificate of birth. Information for **BOTH** parents must be listed unless this is a "single parent" adoption where the new birth certificate will show only one parent's name.

INFORMATION FOR NEW BIRTH CERTIFICATE

Mother's First Name 1A.	Mother's Middle Name 1B.	Mother's Maiden Name 1C.	Mother's Present Name 1D.
Mother's Date of Birth (Mo., Day, Yr.) 2.		Mother's Birthplace (State or Foreign Country) 3.	Mother's Race 4.
Mother's Social Security Number 5.		Mother's City or Town AND State of Residence at Time of Child's Birth 6.	
Father's First Name 7A.	Father's Middle Name 7B.	Father's Last Name 7C.	
Father's Date of Birth (Mo., Day, Yr.) 8.		Father's Birthplace (State or Foreign Country) 9.	Father's Race 10.
Father's Social Security Number 11.			
Present Mailing Address of Adoptive Parents: Street Address, City, State, Zip Code, and Telephone Number 12.			

INSTRUCTIONS FOR PART II

Items 13 – 18 below should list information as it appears on this child's original birth certificate.

Child's First Name 13A.	Child's Middle Name 13B.	Child's Last Name 13C.	
Child's Sex 14.		Child's Date of Birth (Mo., Day, Yr.) 15.	
Child's Province or State of Birth 16A.	Child's City, Town or Location of Birth 16B.	Child's Country of Birth 16C.	
Mother's First Name 17A.	Mother's Middle Name 17B.	Mother's Maiden Name 17C.	Mother's Present Name 17D.
Father's First Name 18A.	Father's Middle Name 18B.	Father's Last Name 18C.	
Item 19 - Child shall now bear the name of:			
Child's First Name 19A.	Child's Middle Name 19B.	Child's Last Name 19C.	