



Court complete. Records next.

A clear plan for birth records, certified copies and your family's follow-up tasks.

One court order. Several separate tasks. The adoption order, court report and amended birth certificate have different jobs. Confirm the receiving office's process.

1 Review the final order

Check the entered order, names and approved name change. Ask the clerk about any error before ordering several copies.

2 Identify the records office

Confirm which office handles the place of birth. Ask who sends the court report and what you must submit.

3 Complete the right packet

Use current agency instructions for forms, certification, identification, signatures, fee and mailing address.

4 Track receipt and review

Keep your packet copy and reference number. Confirm acceptance; delivery alone does not prove a complete application.

5 Check the certificate

Review it when it arrives. Report an error through the issuing office's process and store documents securely.

6 Finish separate updates

Check school, health-plan, Social Security and passport instructions. Track deadlines and returned court documents.

Plan around the actual requirements.

Ask whether the agency retains certified documents before mailing your only copy. Check enrollment and application deadlines promptly; do not assume every update can wait for the amended birth certificate.

[Complete birth-record workflow](#) [Certified-copy planning guide](#)

Official starting points: [CDC: find the birth-record office](#) · [SSA: required document evidence](#). Fees, access and processing times depend on the applicable office. Court and vital-record procedures can differ by jurisdiction and adoption type.



Track it. Check it. Keep it.

Print for your own use. Keep supporting records together and record the office's actual instructions.

ADOPTION COURT / CASE REFERENCE

DATE OF ENTERED ORDER

PLACE OF BIRTH / RECORDS OFFICE

OFFICE CONTACT / CURRENT FORM

Confirm the packet before sending it

- ☐ Entered order checked
 - ☐ Responsible sender identified
 - ☐ Signatures / notarization confirmed
 - ☐ Packet copy securely retained
 - ☐ Required court proof confirmed
 - ☐ Requester / ID requirements checked
 - ☐ Current fee and address checked
 - ☐ Reference / receipt recorded

Track certified documents

Document / destination	Date sent / kept or returned / reference
CORRECTIONS REQUESTED / NEXT STEP	
CERTIFICATE RECEIVED / CHECKED	OTHER RECORD UPDATE / DEADLINE
SCHOOL / INSURANCE / SSA / PASSPORT: REMAINING TASKS	

Ask what evidence each office needs and whether it will return your documents. A submitted packet is not proof that a record has been updated. This worksheet is for planning; it does not replace an agency application or court form.