

What Do You Need to Register a Foreign Born Birth Certificate?

IR-4 and Other Stamped Passports

If the person was adopted by only one of the parents, an IR-4 or other passport is issued. This means the other parent must adopt the child through an Arizona court to complete the adoption process. The following must be submitted to register a certificate.

1. An Arizona Certificate of Adoption, or
2. A certified Arizona Court Order of Adoption
 - a. If a certified Arizona Court of Adoption is submitted, the adoptive parent must also submit the child's birth certificate from the foreign country that has been translated into English by a certified translator. If the birth certificate is not available, then the adoptive parent must submit documentation that establishes the date and place of the adopted person's birth that has been translated into English (i.e., passport, child abandonment certificate or other adoption paperwork that presents the facts.)

Note: The courts in Arizona are required per A.R.S. §36-336 to send all finalized Certificate of Adoptions and court orders of adoptions directly to the Office of Vital Records by the tenth day of each month.

- b. Foreign-born worksheet
 - c. A copy of the passport page showing the IR-4 or other stamp
3. Fee – Reference the [fee schedule](#).
4. Completed and signed Foreign-Born Application.
5. A copy (front and back) of the adoptive parent's valid government-issued photo identification with a signature.

If you have any questions, please call the Office of Vital Records Birth Registry Unit at 602-364-2429