

# INSTRUCTIONS FOR VALIDATION OF FOREIGN ADOPTION

**These standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.**

## GENERAL INFORMATION

- ◆ Foreign adoption process is seeking a decree declaring a valid adoption granted by a court of any country other than the United States of America.
- ◆ Your case is to be filed in the county where you reside.
- ◆ At least one of the Petitioners must be a citizen of the United States and a resident of the State of Colorado.
- ◆ The child is either a permanent resident or a naturalized citizen of the United States. A photocopy of the child's resident alien card issued by the immigration and naturalized service of the United States Department of Justice, or any successor entity, shall be sufficient evidence that the child is either a permanent resident or a naturalized citizen of the United States.
- ◆ For additional information, please review §19-5-205, C.R.S.
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website:  
[http://www.courts.state.co.us/Administration/HR/ADA/Coordinator\\_List.cfm](http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm)

## COMMON TERMS

- ☒ Petition: Document officially commences the Validation of a Foreign Adoption process.
- ☒ Petitioner: The person or persons filing a Petition for Validation of a Foreign Adoption.
- ☒ Respondent: The person who files a response against the Petition for Validation of a Foreign Adoption.
- ☒ May: In legal terms, "may" is defined as "optional" or "can."
- ☒ Shall: In legal terms, "shall" is defined as "required."

**If you do not understand this information, please contact an attorney.**

## FEES

A \$ 167.00 filing fee is required for each adoption. However, if the Petitioner(s) is/are is seeking to adopt more than one child, and the circumstances/availability for the children to be adopted are the same (e.g. the children are available for the adoption due to the death of the primary caretaker, e.g. biological parent) then only an additional \$3.00 Vital Stats Fee is required for each additional child the Petitioner(s) is/are seeking to adopt. The Court will determine when circumstances exist for children to qualify under one adoption or separate adoptions such that more than one filing fee is required. See Step 1 for completing appropriate forms for each child.

If you are unable to pay, you must complete the Motion to File without Payment and Supporting Financial Affidavit (JDF 205) and submit it to the Court. Once you submit the completed JDF 205 form and a blank Order (JDF 206), the Court will decide whether you need to pay the filing fee.

Other fees that a party to the case may encounter are as follows:

- Copy of Documents \$ .75 per page
- Certification Fee \$20.00
- Report of Adoption (one per child required) **Payable to the Bureau of Vital Records upon billing**

## FORMS

To access a form online go to [www.courts.state.co.us](http://www.courts.state.co.us) and click on the “Forms” tab. The packet/forms are available in PDF or WORD by selecting “Adoption – Validation of Foreign Adoption”. You may complete a form online or you print it and type or print legibly in black ink.

- JDF 527      Petition For Validation of Foreign Adoption
- JDF 454      Statement of Attorney fees
- JDF 524      Decree Validating Foreign Adoption

## STEPS TO FILING YOUR CASE

### Step 1: Complete appropriate forms.

Please refer to the list of required forms above to determine which forms must be submitted when filing your case based on your individual circumstances. The caption on page 3 needs to be completed on all forms filed.

<input type="checkbox"/> District Court <input type="checkbox"/> Denver Juvenile Court _____ County, Colorado Court Address: <hr/> <b>In the Matter of the Petition of:</b> (Name of person(s) seeking to adopt) <b>For Validation of a Foreign Decree of Adoption</b>	<b>▲ COURT USE ONLY ▲</b>
Attorney or Party Without Attorney (Name and Address): Phone Number:                      E-mail: FAX Number:                          Atty. Reg. #:	Case Number:  Division                      Courtroom
<b>NAME OF FORM</b>	

**Petition for Validation of Foreign Adoption (JDF 527):**

If more than one child is being adopted you will be required to prepare a separate Petition for each child. Each child being adopted will have his or her own case for confidentially purposes. A \$ 167.00 filing fee is required for each adoption. However, if the Petitioner(s) is/are is seeking to adopt more than one child, and the circumstances/availability for the children to be adopted are the same (e.g. the children are available for the adoption due to the death of the primary caretaker, e.g. biological parent) then only an additional \$3.00 Vital Stats Fee is required for each additional child the Petitioner(s) is/are seeking to adopt. The Petitions must be filed on the same day.

- The Petition must be signed in the presence of a Court Clerk or Notary Public.
- Please complete all sections of this form.
- Provide the following documents.
  - Original or certified copy of the child’s birth certificate.
  - Original or certified copy of a valid foreign adoption decree.
  - Notarized translation of the valid foreign adoption decree.
  - Photocopy of the Petitioner(s) driver’s license.

**Verified Statement of Fees Charged (JDF 454):**

The petition is to be accompanied by a Statement of Fees disclosing any and all fees, costs, or expenses charged or to be charged by any person or agency in connection with the adoption.

- Final Decree Validating Foreign Adoption (JDF 524):** *(Original and 3 copies for each child)*
  - a. Original is for the file.
  - b. One to be certified for adopting parent.
  - c. One certified copy goes to the Vital Records Section of Colorado Department of Public Health and Environment for purposes of obtaining a new birth certificate.
  - d. One for the attorney of record, (if applicable).

- Report of Adoption/Obtaining a Birth Certificate.** This is not a JDF form. Please use the following link to access the Report of Adoption.  
[https://www.colorado.gov/pacific/sites/default/files/CHEIS\\_VR\\_Form\\_Adoption\\_Report-of-Adoption-Form\\_0916\\_1.pdf](https://www.colorado.gov/pacific/sites/default/files/CHEIS_VR_Form_Adoption_Report-of-Adoption-Form_0916_1.pdf)

## **Step 2: File Documents with the Court.**

- You have completed all the necessary paperwork and have completed the appropriate forms mentioned in Step 1.
- Pay the appropriate filing fee.
- Be sure to provide a self-addressed stamped envelope with the documents you file with the Court.

## **Step 3: Be prepared for your Hearing, if applicable.**

The documents will be signed at the end of the hearing.

## **Report of Adoption**

**After the Judge or Magistrate signs the Final Decree Validating Foreign Adoption, the birth certificate can be ordered.**

- You or your attorney will need to prepare a document, called the **Report of Adoption**. Complete items 1 through 10. Section 6 should be completed by the attorney, if applicable. Once you complete the form online, print two copies for submission to the Court.
- The Court will certify the bottom portion of the form and send the Report of Adoption to the Office of the State Registrar of Vital Statistics within one week from issuing the Final Decree of Adoption.
- New Requirement to obtain a Birth Certificate.** The Office of the State Registrar will contact you or your attorney within 4 – 6 weeks from the receipt of the Court order in their office.
  - You or your attorney will need to complete the application provided by the Vital Records Division with a photocopy of your driver's license, state identification card, passport, or other State or Federally issued ID card (legal representatives must provide proof of client relationship).
  - The Vital Records Office will not issue a birth certificate without the required fee and a photocopy of one of the forms of ID mentioned above. If you have an attorney listed in section 6 on the Report of Adoption, the notification will be forwarded to the attorney.**
- One Report of Adoption is required for each child. **If the child was born in the State of Colorado or born out of the United States**, the Vital Records Office will send Notification and an Application for a Certified Copy of a Birth Certificate to your attorney. If no attorney is listed on the Report of Adoption the Notification and Application will be sent to you.
- The Court will not be accepting payments for the Colorado Vital Records Office.**

### ***Helpful Hints when completing the Report of Adoption:***

- Check the Report of Adoption carefully.
- The Vital Records Section will not accept the report if there are mistakes, cross-outs, or white-out entries.
- The information on the Report of Adoption in sections 8 – 10 **must agree** with what is on child's original birth certificate.

### ***Preparation of Birth Certificate:***

The birth certificate will be prepared and issued by the Colorado Department of Public Health and Environment. It takes anywhere from 4 - 6 weeks to prepare a birth certificate in Colorado. It is important that you supply a current address on the Report of Adoption to prevent any delay in getting the Notification and Application for a certified copy of a Birth Certificate to you.

If there are any problems in getting the birth certificate prepared, you will need to contact the Vital Records Section of the Colorado Department of Public Health and Environment directly. The address and telephone number is:

Vital Records/Adoption Specialist  
Colorado Department of Public Health and Environment  
4300 Cherry Creek Drive South HSVRD-DM-A1  
Denver, Colorado 80246-1530  
(303) 692-2227  
Link to Website: <http://www.cdphe.state.co.us/certs/adoption.html>

### ***When you receive your certificate please check it over carefully!***

Be sure that names, dates, and ages are correct. If there is a mistake caused by the documentation you supplied, you will need to fill out an **Amended Report of Adoption**, which will have to be signed by the Court and then sent to the Colorado Department of Public Health and Environment for correction and re-issuance of another birth certificate. **There is a fee charged by the Vital Records Office for this process.** You will need to contact the Colorado Department of Public Health and Environment for their fee schedule and exchange policy.