



Rhode Island Department of Health

Three Capitol Hill
Providence, RI 02908-5097

www.health.ri.gov

IN ORDER TO OBTAIN A NEW BIRTH CERTIFICATE FOR THE ADOPTED CHILD, PLEASE SUBMIT A WRITTEN REQUEST AND FEE TO:

ALANA RODRIGUEZ
RI DEPARTMENT OF HEALTH
3 CAPITOL HILL ROOM 101
PROVIDENCE, RI 02908

IN THE REQUEST, PLEASE INCLUDE THE FOLLOWING INFORMATION:

THE CHILD'S BIRTH NAME (IF YOU KNOW IT)
CHILD'S NEW NAME (IF CHANGED)
CHILD'S DATE OF BIRTH
CHILD'S BIRTHPLACE
ADOPTIVE MOTHER'S MAIDEN NAME
ADOPTIVE FATHER'S NAME
MUST ALSO INCLUDE A PHOTOCOPY OF YOUR VALID ID

THE REQUESTED FEE IS \$35 WHICH INCLUDES \$15 ADOPTION PROCESSING FEE AND \$20 FOR ONE CERTIFIED COPY OF THE BIRTH CERTIFICATE. ANY ADDITIONAL COPIES REQUESTED AT THE SAME TIME ARE \$15 A PIECE.

A CHECK OR MONEY ORDER IS ACCEPTABLE AND SHOULD BE MADE OUT TO: THE GENERAL TREASURER OF RHODE ISLAND.

THE NEW BIRTH CERTIFICATE WILL NOT BE ISSUED UNTIL THE FEE IS RECEIVED. PROCESSING TAKES ABOUT 5-7 BUSINESS DAYS DEPENDING ON VOLUME OF REQUESTS. IF YOU WOULD LIKE TO PAY THE FEE IN PERSON OUR OFFICE HOURS ARE MONDAY - FRIDAY 12:30PM TO 4PM.

PLEASE NOTE IF THE CHILD WAS BORN IN ANOTHER STATE YOU MUST REQUEST THE NEW CERTIFICATE OF BIRTH FROM THE BIRTHPLACE OF THE CHILD.

ANY ADDITIONAL QUESTIONS PLEASE CONTACT ALANA RODRIGUEZ AT (401) 222-8043 OR EMAIL ALANA.RODRIGUEZ@HEALTH.RI.GOV