

Checklist for Request for Certified Copy of Adoption Decree

- You must complete a form before you file it. These instructions will help you complete the forms.
- If you still have difficulty after reading these instructions, contact the Self Help Center. See <http://www.utcourts.gov/selfhelp/contact/>.
- Court staff cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Check with your court about local requirements.

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- Print your name and contact information at the top of the page.
- Paragraph (1): Select one – either that you are the adoptive parent, or a person who was adopted.
- Paragraph (2): Provide the year the decree was entered and the case number, if you know that information.
- Paragraph (3): List the government-issued identification you will present to the judicial services representative to prove your identify.
- Date and sign the form.
- Present the form to the judicial services representative at the court where the adoption case was handled.