

**INFORMATION SHEET FOR PETITION TO OBTAIN ORIGINAL
UNSEALED/UNREDACTED BIRTH CERTIFICATE**

IMPORTANT INFORMATION!

(This Petition is to only be used if your adoption was a Step Parent or Adult Adoption)

FILING FEE:	<p>There is no fee if the case number is known. If the case number is not known, there will be a \$15.00 index search for case number. You must complete form "MAD-JUV-001 Request for Records Search" if the case number is not known.</p> <p>The following must be provided if copies are requested by mail:</p> <ul style="list-style-type: none">➤ A check made payable to "Madera Superior Court." <u>Print your Driver's License number and expiration date on the check.</u> Print "Not to exceed \$30.00" in the lower left-hand corner in the memo line of your check. If the amount submitted is not sufficient to cover the costs, the Court will contact you by mail or phone to obtain the correct amount.
FORMS:	<ul style="list-style-type: none">• MAD-JUV-009: Petition to Obtain Original Unsealed/Unredacted Birth Certificate• MAD-JUV-010: Order to Obtain Original Unsealed/Un-Redacted Birth Certificate• VS-111: Application for Certified Copy of Birth Record
COPIES:	Make <u>One (1) copy</u> of each of the above forms after you complete them.
FILING:	<p>All forms must be typewritten or printed in blue or black ink. (California Rules of Court, Rule 2.100-2.119)</p> <p>You may drop off your documents in person or you may mail your documents to:</p> <p style="text-align: center;">Madera Superior Court- Juvenile Division 200 South G Street Madera, CA 93637</p>

PROCESS:

1. File an original and 1 copy of the “**MAD-JUV-009: Petition to Obtain Original Unsealed/Unredacted Birth Certificate**” and “**MAD-JUV-010: Order to Obtain Original Unsealed/Un-Redacted Birth Certificate**”.
2. Petitioner must provide proper identification, such as a driver’s license or an identification card with a picture. If information is requested through the mail, a notarized signature will suffice as identification.
 - The legal clerk will forward your Petition to the Judge.
 - If your Petition is granted the legal clerk will provide you with a certified copy of the **MAD-JUV-0010: Order to Obtain Original Unsealed/Un-Redacted Birth Certificate**”
 - Thereafter, to obtain a copy of your pre-adoption birth certificate, you must provide the certified copy of the Order and the “**VS-111: Application for Certified Copy of Birth Record,**” which is attached, and the required fee to Vital Records.
3. If the court chooses to not grant the request, he will mark the order not granted.