



New Adoptive Parent Checklist

How to change names on Social Security card:

- Gather documents proving your name change
 - Adoption decree and Birth Certificate
 - Complete an application for a social security card
 - Form can be found at: <http://www.socialsecurity.gov/online/ss-5.pdf>
 - Take or mail completed application along with all documents (They must be originals or certified copies by the issuing agency)
- *We recommend that you go into your local office***

You should receive your new card within **10 business days** of receipt of the form and accompanying documents.

How to change names on Medicaid card:

- Provide the new social security card and another form of identification with new name
- Contact a case manager at your local Department of Health and Human Services
 - Inform the case manager of name change and request a *Change of Information Form*

Contact information for Alabama Department of Health and Human Services

1-800-ALA-1818

www.adph.org

- Mail the two forms of identification along with the Change of Information form to the state's Medicaid office.

Contact information for Alabama State Medicaid office

PO Box 5624

Montgomery, AL

36103-5624

Tel: 1-800-362-1504

<http://www.medicaid.alabama.gov/>

- Card will arrive in the mail ****This may take up to 8 weeks****

How to obtain new birth certificate:

When a child is adopted through an Alabama court, the court forwards the order of adoption and information showing the child's new name and the name(s) of the new parent(s) to the Center for Health Statistics in Alabama. Upon receipt of the information, the Center for Health Statistics will do one of the following depending upon where the child was born:

- If the Adopted Child Was Born in Alabama:
 - The Center for Health Statistics will prepare a new birth certificate for the child showing the new names.
 - The fee to prepare the new certificate of birth after adoption is \$25.00, which includes one certified copy of the new record. Additional copies of the same record ordered at the same time are \$6.00 each.
We recommend getting two copies
- If the Adopted Child Was Not Born in Alabama:
 - The new birth certificate for the child must be prepared in the state where the child was born.
 - The fee for the Center for Health Statistics to forward the order of adoption to the child's state of birth is \$10.00.
 - The Center for Health Statistics, upon receipt of the fee, will forward the court order of adoption and the information showing the new name(s) to the appropriate vital records office in the state where the child was born.
 - The state of birth must be contacted for a copy of the new certificate. They may require an additional fee.

Changing names at school:

- Go to the school's Main Office or ask the school secretary to fill out the appropriate forms. If your child has already graduated, you can also petition the school to have your child's diploma reissued in his/her new name
 - It may be useful to take along their new birth certificate

Adding Dependents to insurance:

- Contact your insurance provider within 30 days of an adoption. To add your new child to your insurance, you will need to have a Social Security number for the child.
 - If you miss the deadline to add a new dependent to your insurance, you can add them during the open enrollment period which insurance companies must offer at least once a year.