

# Electronic Birth Registration System Amendment Request Portal (EBRS-ARP)

# General Information

## Electronic Birth Registration System, Amendment Request Portal (EBRS-ARP)

- Use to prepare the Court Report of Adoption Form (VS 44).

## EBRS-ARP Users (Target Audience)

- Parents
- Court Clerk(s)
- Adoption Agencies
- Attorneys
- State Agencies

# Navigating EBRS-ARP and Help Screens

## Navigating EBRs-ARP Cont.

There are SEVEN (7) tabs available to navigate through the amendment form located at the bottom of the portal screen. The **current tab** will be enlarged and highlighted in blue.

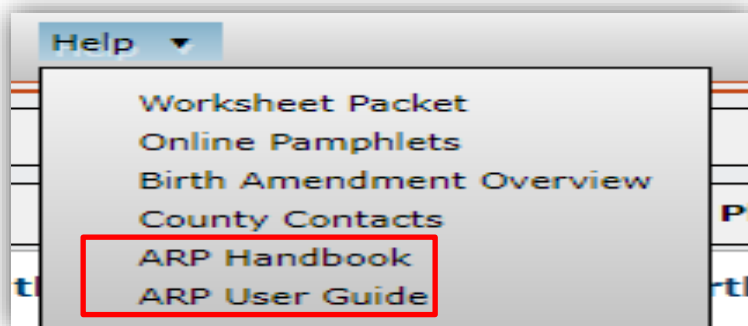


<b>Part I</b>	<ul style="list-style-type: none"><li>• Display and allow entry for Part I of the Court Report of Adoption (Form VS 44).</li></ul>
<b>Part II</b>	<ul style="list-style-type: none"><li>• Display and allow entry for Part II of the Court Report of Adoption (Form VS 44).</li></ul>
<b>Part III</b>	<ul style="list-style-type: none"><li>• Display and allow entry for Part III of the Court Report of Adoption (Form VS 44).</li></ul>
<b>Preparer Info</b>	<ul style="list-style-type: none"><li>• Display and allow entry/edit of the Preparer's information.</li></ul>
<b>Single Page View</b>	<ul style="list-style-type: none"><li>• Display and allow entry for Part I, II, and III in one (1) single page.</li></ul>
<b>Status</b>	<ul style="list-style-type: none"><li>• Display Request ID, current amendment status, total number of amendment</li><li>• Submission and decline reason (if the amendment request has been declined).</li></ul>
<b>Amendment View</b>	<ul style="list-style-type: none"><li>• Display how the information will appear on the Court Report of Adoption (Form VS 44).</li></ul>

## Navigating to the Help Screen

When completing the Court Report of Adoption Form (VS 44). Help screens are available:

### EBRS-ARP Handbook & User Guide



- The “Help” drop-down is in the top menu bar.

### Click the internal link



#### 3 Date of Birth

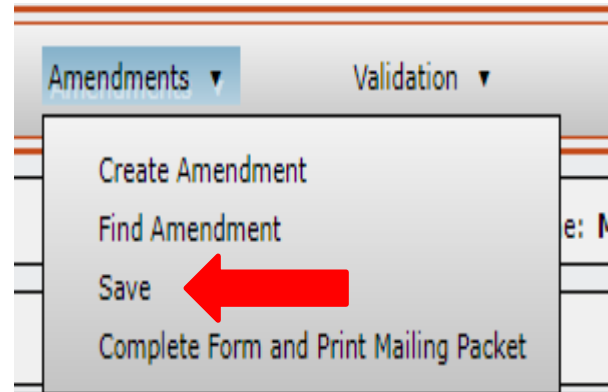
Enter the adoptee's date of birth according to their current birth certificate using the calendar tool or enter using the MM/DD/YYYY numeric format.

Do not leave blank.

- The “?” link is located to the right of most fillable portions of the form.
  - A pop-up screen with scenario descriptions with populate.

# Saving

Anytime during the data entry, the information entered can be saved. There are two ways to save the information. This can be achieved by clicking on “The Save” button on the bottom tab or by selecting “Save” from the Amendments dropdown menu.



Part I. The information in this section must be...

**Information should be saved often to prevent any possible data loss. The system will time out every 20 minutes.** To reset the timer, you must be active within the portal by saving, running a validation(s) or click between the tabs.



# Court Report of Adoption Form (VS 44)

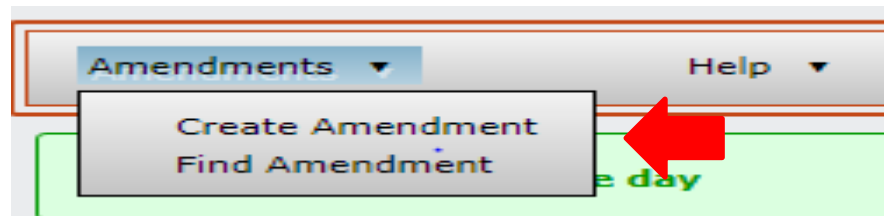
<https://ebrs-amend.calivrs.org>

**For an Accessible Version of the form, click on the Court Report of Adoption PDF Fillable Form hyperlink available on the EBRs-ARP Landing Page.**

Please download the [COURT REPORT OF ADOPTION PDF FILLABLE FORM](#) for an accessible PDF version of this form.



From the EBRs-ARP Landing Page, select Create Amendment from the Amendments menu.



## Creating the Court Report of Adoption Form (VS 44)

Select the Amendment Reason from the drop-down menu. Enter the Preparer's information to create an amendment request. The Preparer is the person entering the information into the EBRs-ARP to create the Court Report of Adoption (VS44) Form.

### Create Amendment

To create an amendment request, select the amendment reason, provide your information, and click the Continue button.

Amendment Reason *	--	?
Preparer Information		
Relationship to Registrant *	--	?
First *		?
Middle *		
Last *		Suffix: --
Email address *		(Required) Your email address can be used to recover the amendment. ?
Identifiers		
State File Number:		(Optional) ?
Local Registration Number:		(Optional) ?

Cancel

## Creating the Court Report of Adoption Form (VS 44) cont.

**Part I:** Complete the section with the information as it appears on the current birth certificate (before adoption).

**Part I. The information in this section must be the information as it was at birth. Without this data, it may be impossible to prepare a new Certificate of Birth.**

Facts of Birth

Name of Child

1A. First:  ?

1B. Middle:

1C. Last:  Suffix: -- v

2. Sex: -- v ?

3. Date of Birth:  ?

Name of Physician (or Attendant, or Other Person Who Attended This Birth)

4. First:  ?

Middle:

Last:  Suffix: -- v

Place of Birth

5A. Name of Hospital or Facility:  ?

5B. City:  ?

5C. State or Country: -- v ?

Parents' Data (As stated in the current birth certificate)

[Part I \(1\)](#) [Save](#) [Part II \(2\)](#) [Part III \(3\)](#) [Preparer Info](#) [Single Page View](#) [Status](#) [Amendment View](#)

## Creating the Court Report of Adoption Form (VS 44) cont.

### Part II: Complete the section with the information as it should appear on the new birth certificate.

**Part II. Adoptive parents must furnish information about themselves as it was on the child's date of birth. This information is used to prepare a new Certificate of Birth.**

Parents' Information to appear on new record

Parent Type: -- v ?

Parent Type: -- v ?

14. Please check one:  I want the original birth certificate sealed, and a new birth certificate established.  Pursuant to Health and Safety Code Section 102640, I choose not to have a new birth certificate established. ?

15. Do you want the name and address of the hospital or other facility where the birth occurred omitted from the new birth certificate as provided for in Section 102645 of the Health and Safety Code?: -- v ?

Verification of Part II

Mailing Address of Parent Verifying Data

17. Address Type: -- v ?

Agency or Department

18A. Name: ?

Mailing Address

18B. Address Type: -- v ?

Part I (1) **Part II (2)** Save Part III (3) Preparer Info Single Page View Status Amendment View

## Creating the Court Report of Adoption Form (VS 44) cont.

**Part III:** This section is to be completed by the Court Clerk. If the information is not available at the time of preparing the form in EBRs-ARP, the fields may be left blank. Once the information is available, the court clerk may write the information directly on the form prior to certifying the Court Report of Adoption (VS44).

**Part III. The court clerk must obtain as much information as is available to complete Parts I and II before completing Part III and forwarding the record and Court Order/Final Decree to the state registrar as required by law.**

By Court Clerk

20A. Adoption Date:  ?

20B. Case Number:  ?

New Name Set Forth in the Decree of Adoption

21A. First:  ?

21B. Middle:

21C. Last:  Suffix: -- ▾

By Court Clerk

22. First:  ?

Middle:

Last:  Suffix: -- ▾

23. Clerk in and for the County of: -- ▾ ?

24. Date signed - MM/DD/CCYY:  ?

25. Date Petition for Adoption Filed - MM/DD/CCYY:  ?

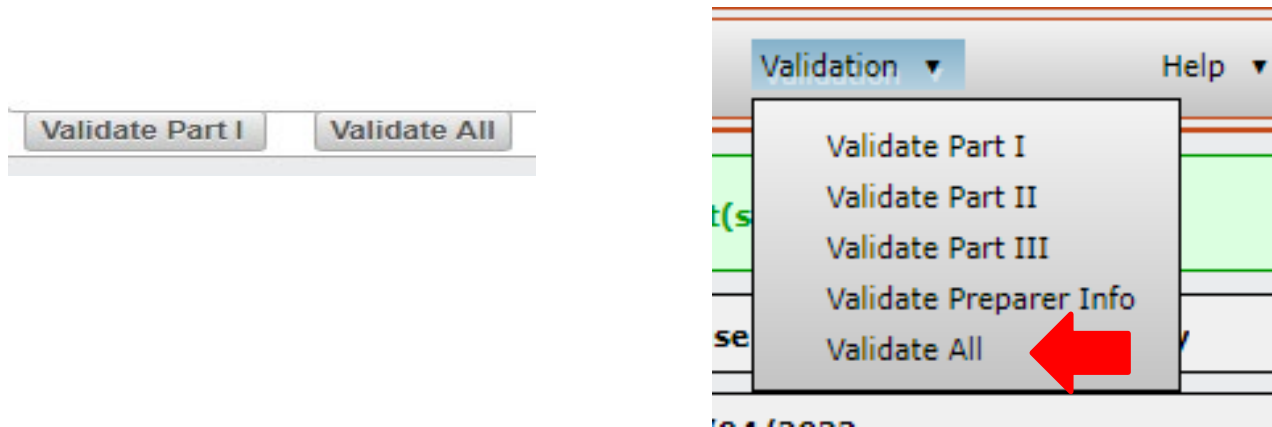
Person to Whom Certified Copy is to be Sent

26. First:  ?

[Part I \(1\)](#) [Part II \(2\)](#) [Part III \(3\)](#) [Save](#) [Preparer Info](#) [Single Page View](#) [Status](#) [Amendment View](#)

## Creating the Court Report of Adoption Form (VS 44) cont.

After the completion of each section, Run Validations to ensure that all fields have been completed correctly. There are two ways to run validations. Click the Validate button on the bottom of each section or select from the Validation menu.



**Note: The “Validate All” option should only be selected after the completion of all three sections (Part I, II, and III).**

## Validation Messages

There are three types of Validation Messages:

- Green messages indicate all validations passed. (You are ready for the next step)

Validate Part I passed.

- Yellow messages indicate a warning. The entry will need to be verified to ensure it is correct.

10. Date of Birth is the same as 13. Date of Birth. Please confirm Parent Not Giving Birth and Parent Giving Birth have the same date of birth.

- Red messages indicate an error. The entry will need to be corrected.

1B. Name of Child - Middle is required, enter a dash if no name.

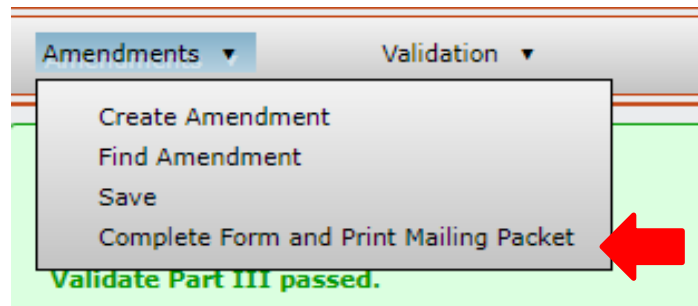
The Yellow and Red messages that are underlined are hyperlinks; click to navigate to that specific field.



## Creating the Court Report of Adoption Form (VS 44) cont.

### Completing The Form

After all sections have been validated, select the Complete Form and Print Mailing Packet from the Amendments menu.



Confirmation Statements will display. Read and Confirm each statement by checking the boxes.

#### Complete form and Print Mailing Packet

To submit the completed amendment request for registration, confirm that you wish to submit it and click the Continue button.

- I confirm that that the information is complete and accurate to the best of my knowledge.
- I understand Part III, the Court Clerk section, must be completed by a Court Clerk.
- I confirm that I will print the Mailing Packet by selecting 'Print Mailing Packet' in the Amendment menu.

 Cancel

## Creating the Court Report of Adoption Form (VS 44) cont.

Once all statements have been confirmed, the Continue button will display. Click the Continue Button to populate your VS 44 mailing packet.

### Complete form and Print Mailing Packet

To submit the completed amendment request for registration, confirm that you wish to submit it and click the Continue button.

- I confirm that that the information is complete and accurate to the best of my knowledge.
- I understand Part III, the Court Clerk section, must be completed by a Court Clerk.
- I confirm that I will print the Mailing Packet by selecting 'Print Mailing Packet' in the Amendment menu.

Continue

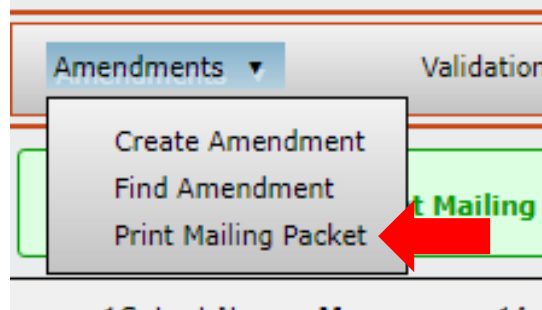
Cancel

Green successful message will display.

**Complete Form and Print Mailing Packet successful.**

## Printing Your Court Report of Adoption Form (VS 44) Packet

From the Amendments menu, select Print Mailing Packet.



A new window will display containing three documents to be printed:

- Court Report of Adoption (VS 44) Submission Requirements
- Court Report of Adoption form (VS 44)
- Payment Voucher

**If new window does not display, the pop-up blocker may be on. Please allow pop-ups for EBRS-ARP on your computer settings.**

## Finalize Your Packet with the Superior Court

Once all documents have been printed, complete the signature fields of the Court Report of Adoption (Form VS 44).

- If a parent verified the information in Part II, they may sign in field 16.
- If an attorney assisted with the case, they may print and sign their name in field 19A.

The Court Clerk must sign and certify the Form VS 44.

- The Court Clerk must complete any incomplete information in Part III of the form that may have been left blank during the completion of the Court Report of Adoption form in EBRS-ARP.
- The Court Clerk must sign or apply their signature stamp in field 22.
- The Court Clerk must apply the court's certification stamp in Part III.

## Submitting the Court Report of Adoption Form (VS 44) Packet

### Mail the application to the CDPH-VR

#### Mailing Package Requirements:

1. Court Report of Adoption (Form VS 44) Packet:
  - Court Report of Adoption (VS 44) Submission Requirements
  - *Certified* Court Report of Adoption form (VS 44)
  - Payment Voucher
2. Certified copy of the Adoption Order or Final Decree
3. Appropriate Fee

**Mailing Address:**

California Department of Public Health  
Vital Records MS 5103  
P.O. Box 997410  
Sacramento, CA 95899-7410

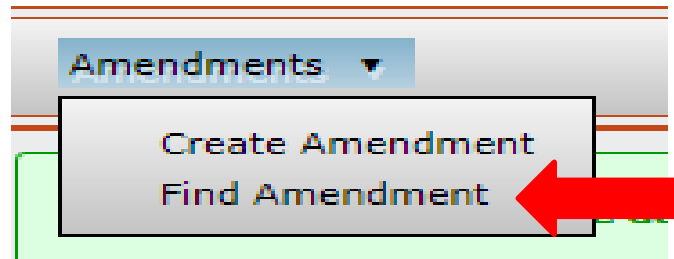
# SEARCHING FOR A VS 44 CREATED USING THE EBRS-ARP

## Searching for your EBRs-ARP VS 44 form

Follow the steps below to:

- Find a created amendment
- Check the status of an amendment request that was created using EBRs-ARP

**Step One:** Select Find Amendment from the Amendments Menu.





## Searching for your EBR5-ARP VS 44 form

**Step Two:** Enter the Request ID Number in the Record field and click Search.

- The Request ID can be found on the bottom of the mailing packet.

P.O. BOX 997410  
Sacramento, CA 95899-7410



Request ID Number: **"B8475D8B-A599-404F-A549-63071B650D95 1"**



— ID Number —

Record:  ?

# Helpful Reminders

### Save Often

- This will prevent a data loss when using EBRS-ARP.

### Refer to the Timer

- Located above the Amendments and Validation Menu (Top Left Corner)
- **EBRS-ARP will timeout every 20 minutes.**
- **System does NOT auto-save.**

### To Reset the Timer:

- Save or click between the tabs.

### Select “Validate All”

- After the completion of each section.

### Utilize the Help Prompts

- Yellow question marks

### Utilize EBRs-ARP Help Menu:

- EBRs-ARP Handbook
- User Guide

- Print the mailing packet after completing the Court Report of Adoption Form (VS44).
- The Superior Court must certify the Court Report of Adoption Form (VS44).
- The Superior Court must mail the Mailing Packet alongside a certified copy of the Adoption Order or Decree.

*The Amendment Request will not be processed until after the Mailing Packet containing the certified copy of the Court Report of Adoption Form (VS 44) and certified copy of the Adoption Order or Decree is received by CDPH-VR.*

# Contact Us

Contact CDPH-VR's Amendment Section at  
[ebrsarp@cdph.ca.gov](mailto:ebrsarp@cdph.ca.gov) or  
Call (916) 445-2684