

## STEPS TO RE-CLAIM YOUR MINOR CHILDREN

NOTE: You will do this for your minor kids after you've recorded your first round of freedom documents (AOR, PON, etc.) **YOU WILL NEED 3 COPIES OF YOUR MINOR'S BIRTH CERTIFICATE WHEN CARRYING OUT THIS PROCESS.**

**STEP 1:** Prepare an Affidavit Rescinding of "informant" signature on Birth Record (ARBR). List all minor children's name in the exhibit section **AS IT APPEARS ON THEIR BIRTH CERTIFICATE (BC), SOME BC HAVE ALL CAPS AND SOME DO NOT. USE THE FORMAT ON THE BC YOU ARE SENDING IN, DO NOT USE MULTIPLE NAME SPELLINGS OR FORMATS THAT IS FOR THE DEED OF RE-CONVEYANCE.** Get three notarized copies **OF THE AFFIDAVIT (ARBR) NOT THE BIRTH CERTIFICATE(S).** **MAKE COLOR PHOTO COPIES OF EACH BIRTH CERTIFICATE AND STAMP THE PHOTO COPIES AS "CERTIFIED COPY". DO THIS BEFORE MAILING OUT ORIGINALS. PUT THE COLOR PHOTO COPIES ASIDE AS YOU WILL USE THESE COLOR PHOTO COPIES OF THE BC TO RECORD WITH LATER.** Send two copies Registered mail **with PS Form 3811, Domestic Return Receipt cards** to the Secretary of the United States and Secretary of **THE MINOR'S BIRTH** State of State, including copies of the **Birth Certificates** of each child on the Exhibits list **(PLEASE NOTE THAT FOR SIBLINGS BORN IN DIFFERENT STATES, YOU WILL NEED TO FILL OUT AN ARBR FOR EACH BIRTH STATE.** [THESE BIRTH CERTIFICATE COPIES DO NOT NEED TO BE AUTHENTICATED, BUT THEY SHOULD BE A RECENT COPY FROM THE VITAL RECORDS OFFICE OF THE **MINOR'S BIRTH STATE.**] Save one copy of the notarized ARBR for your Reclamation Bundle. Save the PS Form 3811 Domestic Return Receipt cards from the Registered mailings when they are returned to you **SO THAT YOU CAN ATTACH THEM TO THE "CERTIFIED PROOF OF SERVICE" FORM.** You will need to wait 21 days from the date stamped on the Return Receipt card before recording the Reclamation Bundle. See below for more documents needed for the bundle! If the card is not stamped with a date or the date is not legible you can look up the date the card was delivered using USPS tracking. **PRINT THIS RECORD OF TRACKING AS YOU WILL RECORD IT ALONG WITH YOUR CERTIFIED PROOF OF SERVICE LATER ON.**

PS Form 3811

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>		A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to:		B. Received by (Printed Name) C. Date of Delivery	
2. Article Number (Transfer from service label) 9590 9403 0000 5193 0000 12		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
3. Service Type <ul style="list-style-type: none"> <li><input type="checkbox"/> Adult Signature</li> <li><input type="checkbox"/> Adult Signature Restricted Delivery</li> <li><input type="checkbox"/> Certified Mail</li> <li><input type="checkbox"/> Certified Mail Restricted Delivery</li> <li><input type="checkbox"/> Collect on Delivery</li> <li><input type="checkbox"/> Collect on Delivery Restricted Delivery</li> <li><input type="checkbox"/> Insured Mail</li> <li><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</li> <li><input type="checkbox"/> Priority Mail Express®</li> <li><input type="checkbox"/> Registered Mail™</li> <li><input type="checkbox"/> Registered Mail™ Restricted Delivery</li> <li><input type="checkbox"/> Signature Confirmation™</li> <li><input type="checkbox"/> Signature Confirmation Restricted Delivery</li> </ul>			

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

USPS TRACKING #	
9590 9403 0000 5193 0000 12	
United States Postal Service	
* Sender: Please print your name, address, and ZIP+4® in this box*	

First-Class Mail Postage & Fees Paid USPS Permit No. G-10

**DO THE FOLLOWING STEPS WHILE WAITING FOR THE 21 DAY REBUTTAL PERIOD. THERE IS NO NEED TO WAIT UNTIL EACH STEP IS DONE TO DO THE NEXT, ALL OF THE FOLLOWING STEPS CAN BE DONE WHILE YOU WAIT BUT YOU WILL NEED THE RECEIVED DATE FROM THE FORM 3811 FOR STEP E AND THE RETURNED FORM 3811 CARDS FOR STEP F.**

**A.** Get each of your minor children birth certificates Authenticated/Certified, from both the **MINOR'S** Birth state Secretary of State (SOS) and the United States Secretary of State. This is done by first going through the **MINOR'S BIRTH** SOS, or through the lieutenant governor. You will need to print the form for Authentication **FROM THE MINOR'S STATE SECRETARY OF STATES WEBSITE** to fill out and either hand

deliver or mail to Authentication authority (**MINOR'S BIRTH** Secretary of State, or Lieutenant Governor). The Authentication form will ask which country is requesting this. It is important that you choose a **NON HAUGE** country! Look online for the various countries that did not join the Hague convention. Choose one of those countries and write it in the form. [Some STATES require the BC to be issued within the last 12 months. If you need a copy of the **Birth Certificate**, check with Vitalchek.com or your **MINOR'S BIRTH STATE's** Vital Records office to obtain a recent copy of the Birth Certificate. Once you have the completed Authentication Form, Birth Certificate(s), and a check or money order for the requested amount of money from **THE MINOR'S BIRTH state's** website, you can mail this to the **MINOR'S STATE** Secretary of State or Lieutenant Governor. You must also include a self-addressed **MANILA** envelope (**YOU WILL NEED TO CHECK THE MINOR'S SOS WEBSITE TO SEE IF THE RETURN ENVELOPE NEEDS TO BE STAMPED WITH PRE-PAID POSTAGE**) with your Authentication documents when mailing them to the **MINOR'S BIRTH** Secretary of State. Once you get the Certified BC back from the STATE, you need to then mail it off to the US Secretary of State and ask for it to be authenticated **USING THE** Form DS-4194 **LOCATED ON THE US SECRETARY OF STATE WEBSITE. USE THE SAME NON- HAUGE COUNTRY YOU USED FOR THE MINOR'S BIRTH SOS. INCLUDE A COVER SHEET. YOU CAN FIND A TEMPLATE OF THE COVER SHEET ON THE CLAIMING YOUR MINOR'S TELEGRAM CHAT OR THE STATE NATIONAL WEBSITE. BE SURE TO INCLUDE A SELF-ADDRESSED RETURN MANILA ENVELOPE WITH PRE-PAID POSTAGE.** Once that is done, **YOU WILL NEED TO FILL OUT AN** affidavit that accepts ownership of the BC. **YOU CAN FIND A TEMPLATE ON THE CLAIMING YOUR MINOR'S TELEGRAM CHAT OR THE STATENATIONAL.US WEBSITE. SEE Step E following.**

**B. MAKE A COLOR PHOTOCOPY OF THE AUTHENTICATED BIRTH CERTIFICATE DOCUMENTS (CAREFUL NOT TO DETACH THEM) AND STAMP 'CERTIFIED COPY' ON EACH PAGE. THE RECORDER CANNOT SCAN STAPLED, BRACKETED OR ATTACHED AUTHENTICATED DOCUMENTS. THE AUTHENTICATED BIRTH CERTIFICATE(S) CANNOT BE SEPERATED OR DETACHED OR IT/THEY WILL BE VOID, SO YOU MUST PHOTOCOPY THEM PRIOR TO HANDING THEM IN TO THE RECORDER)**

**C.** Prepare the Affidavit of Acceptance for the Authenticated Birth Certificate. Get this witnessed and notarized, the Affidavit not the Authenticated Birth Certificate.

**D.** Prepare a deed of Re-conveyance for each child under the age of 18. Get this notarized.

**E.** Prepare a Judgement of Un-Rebutted Affidavit. Get this notarized **AND WITNESSED** after entering the ARBR **RECEIVED** date from the Form 3811 domestic return receipt card.

**F.** Prepare the **CERTIFIED** Proof of Service form using the Green Form 3811 Domestic Return Receipt cards that were returned from Step 1. **HAVE THIS DOCUMENT WITNESSED.**

**G.** Prepare the Recording Cover Sheet for your Reclamation Bundle. (**OPTIONAL and depends on the County Recorder requirements**)

**STEP 2:** Record the Reclamation Bundle after the 21 day waiting period from **DATE RECEIVED BY THE US SOS FROM STEP 1.**

Following is the Reclamation Bundle Document List which must appear on the Recording Cover Sheet if a Cover sheet is required by the County Recorder, if a cover sheet is not required, leave it out of your document bundle.

### **RECLAMATION BUNDLE DOCUMENTS:**

Recording Cover Sheet

Affidavit Rescinding of "informant" signature on Birth Record(ARBR)

Certified Proof of Service

Notice of Default Certified Judgement of Un-Rebutted Affidavit

Deed of Re-Conveyance

Affidavit of Acceptance

Authenticated Birth Certificates for each minor child (NOTE: THIS WILL NEED TO BE COLOR PHOTOCOPIED AND STAMPED 'CERTIFIED COPY' AS THE RECORDER CANNOT SCAN THE ORIGINAL AND ATTACHED AUTHENTICATED DOCUMENTS. AUTHENTICATED BIRTH CERTIFICATE CANNOT BE SEPERATED OR DETACHED SO YOU WILL NEED TO PHOTO COPY THEM FOR THE BUNDLE)

WHEN YOU RECEIVE THE RECORDED BUNDLE BACK FROM THE RECORDER THEN YOU CAN BIND THE DOCUMENTS USING OFFICE DEPOT OR ANY PLACE THAT BINDS DOCUMENTS. THIS WILL COMPLETE THE PROCESS AND STORE IN A SECURE LOCATION.

### **ADDITIONAL STEPS TO DO TO SECURE YOUR MINOR CHILDREN:**

**H.** Trademark all your minor children's Birth Certificate names.

**I.** Add each minor child's name to your Trust property list. If you have not completed a Trust, do not worry, you will add them once you do. Please note, this property list will not be recorded. Other documents will be recorded in its place.