



Relative Adoption Checklist

(First degree blood relationship only)

- ____ Petition (drawn up by an attorney or a paralegal)
- ____ Verification that petitioners, birth parent or child has been OR resident for at least 6 months continuously prior to filing (*noted in the petition*).
- ____ Adoption Disclosure Statement (**summed up & signed**)**
- ____ Signed consents for children 14 or older (if applicable)
- ____ Consent of Birth parents, or termination of parental rights (documentation required)
 - ____ Birth mother (or show cause hearing documentation; Default Order
 - ____ Birth father if applicable)
- ____ DHS **246**** & **246A**** Forms (medical/genetic report), filled out as best as possible
- ____ Compliance with UCCJEA (*Uniform Child Custody Jurisdiction & Enforcement Act*)
(NOTE: PURSUANT TO 109.767, USE CURRENT LANGUAGE VERBATIM.)
- ____ Compliance with ICWA (Indian Child Welfare Act; include correspondence with tribe(s) if applicable)
- ____ Petitioner's address and phone number
- ____ Birth parent(s) address (if known) _____ birth mother _____ birth father
- ____ Statement regarding relationship between child and petitioners. (Petitioner(s) must be: *Grandparent, aunt, uncle or adult sibling ONLY* to waive the home study.
Great-grandparents, in-laws, great-aunt/uncle, etc. do NOT qualify for a waiver)
- ____ Statement regarding length of time child has lived in relative's home (**6 months if placed as newborn or 1 year if placed as older child**, to waive the home study)
- ____ Copy of Home study and Certificate of Approval if above not met
- ____ Independent Adoption fee (\$675) if length of time above not met
- ____ Voluntary Adoption Registry verification**
 - ____ Petitioners _____ Birth mother _____ Birth father
- ____ DHS Request for Waiver of Home study form**
- ____ Criminal background checks on all persons in household over 18** (**local and FBI**)
- ____ Affidavit and Verification re: adoption-related counseling for consenting birth parents**
- ____ Statement of service on parents of the deceased or incapacitated parent, if names/addresses are known or readily ascertained by the petitioner(s) or statement that this requirement has been waived by the court, if applicable.
- ____ Adoption Report Form** (Parts 1 & 2 filled out)
- ____ Child Protective Service history (internal use only) _____ Court Case Number

****Available Online**

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