



## Agency Adoption Checklist

*(Domestic or international; licensed agency is responsible for the child's placement with the adoptive family.)*

- \_\_\_\_\_ 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 *(usually noted in the petition)*.
- \_\_\_\_\_ Adoption Disclosure Statement (**SUMMED UP & SIGNED**)\*\*
- \_\_\_\_\_ Consent of Adoption Agency \_\_\_\_\_ Agency's address
- \_\_\_\_\_ Signed consents for children 14 or older (if applicable)
- \_\_\_\_\_ Consent of Birth parents or termination of parental rights:
  - \_\_\_\_\_ Birth mother [or *show cause hearing documentation*]
  - \_\_\_\_\_ Birth father; *OR*
  - \_\_\_\_\_ Guardianship (for international adoption, e.g. Korean or Indian adoption)
- \_\_\_\_\_ DHS **246\*\* & 246A\*\*** Forms (medical/genetic history report), filled out as best as possible
- \_\_\_\_\_ Compliance with UCCJEA (*Uniform Child Custody Jurisdiction and 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)
- \_\_\_\_\_ Compliance with ICPC, if applicable (*Interstate Compact on the Placement of Children*; 100A & 100B forms submitted to ICPC)
- \_\_\_\_\_ Petitioner's address and phone number
- \_\_\_\_\_ Birth parent(s)' address (if known): \_\_\_\_\_ Birth mother \_\_\_\_\_ Birth father
- \_\_\_\_\_ Voluntary Adoption Registry verification (per ORS 109.353) \*\*
  - \_\_\_\_\_ Petitioners \_\_\_\_\_ Birth mother \_\_\_\_\_ Birth father (legal and/or putative)
- \_\_\_\_\_ Copy of Home study & placement reports and Certificate of approval
- \_\_\_\_\_ Child Protective Service & Criminal background checks [local/FBI], (noted in the home study)
- \_\_\_\_\_ Adoption Report Form\*\* (Parts 1 & 2 filled out)
- \_\_\_\_\_ Affidavit and Verification re: adoption-related counseling [consenting birth parent(s)]\*\*
- \_\_\_\_\_ Statement of service on parents of the deceased or incapacitated parent, if names and addresses are known or readily ascertained by the petitioner(s) or statement that this requirement has been waived by the court, if applicable.
- \_\_\_\_\_ Court Case Number

### Notes:

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