



# Non-Related (Independent) Adoption Checklist *(including certain international adoptions)*

- \_\_\_\_ 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 Form(**summed up & signed**)\*\*
- \_\_\_\_ Signed consents for children 14 or older (if applicable)
- \_\_\_\_ Consent of Birth mother signed after birth (or show cause hearing documentation)
- \_\_\_\_ Consent of Birth father (or show cause hearing documentation)
- \_\_\_\_ DHS **246** & **246A** Forms (medical/genetic history 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.)
- \_\_\_\_ Compliance with ICPC if applicable. (Interstate Compact on the Placement of Children; 100A and 100B forms submitted to ICPC)
- \_\_\_\_ Petitioner=s address and phone number
- \_\_\_\_ Birth parent(s)= address (if known)    \_\_\_\_ birth mother    \_\_\_\_ birth father
- \_\_\_\_ Independent Adoption post-placement report fee (\$675) made payable to DHS
- \_\_\_\_ Voluntary Adoption Registry verification \*\*
  - \_\_\_\_ Petitioners    \_\_\_\_ Birth mother    \_\_\_\_ Birth father
- \_\_\_\_ Copy of Home study and Certificate of Approval (if applicable)
- \_\_\_\_ Child Protective Service & Criminal background checks [local/FBI], (noted in the home study)
- \_\_\_\_ Affidavit and Verification re: adoption-related counseling [consenting birth parent(s)]\*\*
- \_\_\_\_ Adoption Report Form\*\* (Parts 1 & 2 filled out)    \_\_\_\_ Court Case Number
- \_\_\_\_ 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.

Assign **post-placement report** to (Agency) \_\_\_\_\_ (*internal use only*)

NOTES: \_\_\_\_\_  
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