

ADOPTION CHECKLIST
INDEPENDENT OR AGENCY PLACED ADOPTIONS

Before petition is filed, these documents must be filed: (if needed to be filed)

- Petition to waive pre-placement investigation (file fee is: \$2.50 per pg;)
- Order (\$12.00 MH; \$.25 micro)
- Request for pre-placement investigation (and \$4.00 Img.)
- Order
- Petition to waive 30-day filing requirement
- Order
- Consent of natural parent (signed before Judge)

Before petition is filed, these documents may be filed:

- Petition for pre-approval of fees (file fee is: \$2.50 per pg; \$12.00 MH)
- Order (and \$4.00 Img.)

AT FILING OF PETITION WE NEED:

- Petition for adoption (If placed by natural parent, must be filed within 30 days of child's placement).
- Birth Certificate or affidavit
- Preplacement report or waiver of preplacement investigation
- Interlocutory Decree

PRIOR TO DISPOSITIONAL HEARING:

- Post-placement report
- Consent of birth mother or agency (preferable filed with petition)
- Consent of birth father or agency (preferable filed with petition)
- Petition for approval of fees
- Order approving fees
- Affidavit of birth mother & father (no money received)
- Affidavit of petitioners (no moneys paid without court approval)
- Affidavit of petitioners showing all moneys paid in connection with adoption
- Proof of notice where actual parental consents not obtained
- Petitioner's notice of hearing to State DHR (certified mail) must be received 30 days prior to dispositional hearing.
- Proof of notice to DHR by filing green card with Court.
- Certified Birth Certificate
- Final Decree
- Report of Adoption VS-17
- \$20.00 check (Payable to the State Board of Health)