



Step-parent Adoption Checklist (petitioners are married to each other)

- _____ 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.
- _____ Birth and _____ Adoptive parent(s) address and phone number
- _____ Consent of Birthparent or _____ *paternity not legally established* _____ *deceased* (provide proof; _____ *court order dispensing with consent* (show cause hearing/publication documentation)
- _____ Signed consents for children 14 or older
- _____ 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)
- _____ Statement of service on parents of the party whose parental rights would be terminated (grandparents of child), **usually noted in the petition**, if applicable, with proof of service.
- _____ 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.
- _____ Insure petitioners are: 1. A birth parent of the child(ren) to be adopted and; 2. The legally married spouse of that birth parent [*usually noted in the petition, with the date of marriage.*]
- _____ Adoption Disclosure Statement Form**
- _____ Voluntary Adoption Registry verification **
_____ Petitioners _____ Birth mother _____ Birth father
- _____ DHS Request for waiver of the Home Study and Post Placement Report Form**
- _____ Criminal background checks on all persons over 18 years of age in the home [local & FBI] (*except biological or legal parent*)**
- _____ Adoption Report Form ** (Parts 1 & 2 filled out)
- _____ Court Case Number _____ Child Protective Service history (internal use only)

Notes: _____
