

Documents for Adoption

Always Required:

1. Adoption Information Sheet (“AIS”)
2. Current Birth Certificate for each child
3. Court order with a finding that the Indian Child Welfare Act (“ICWA”) does not apply
 - a. OR the birth certificate lists both Mother and Father’s ethnicities, and there are no indications on the birth certificate or otherwise that ICWA may apply
4. Custodian’s Consent to Adoption
5. Adoption Report
6. Initial Safe Family Home Report (“SFHR”)
7. SFHR in support of Termination of Parental Rights (“TPR”)
8. TPR Order with attached Permanent Plan
9. Letters of Permanent Custody
10. Current identification for each Proposed Adoptive Parent (“PAP”)
11. Medical Certificate for each child
12. Birth parent forms
 - a. For Mother:
 - i. Completed Medical Information Form (“MIF”) for each child
 - ii. Completed Medical Records Release Form (“MRRF”) for each child
 - iii. Mother’s birth and delivery records for each child
 - b. For each birth Father:
 - i. Completed MIF for each child
 - ii. Completed MRRF for each child

- c. Alternatives to completed MIF, MRRF & birth records:
 - i. Court order with a finding that DHS has made reasonable efforts to complete or have the parents complete the MIF, MRRF, and Mother's consent to release the birth records
 - ii. Court order waiving the MIF, MRRF, and Mother's consent to release the birth records
 - iii. Proof of mailing the MIF, MRRF, and Mother's consent to release the birth records to the parent
 - iv. Court order showing that the parent was served by publication and defaulted for failure to appear

If Applicable:

- 1. Signed Consent of the Child if the child is 10 or older
- 2. Divorce decrees for each PAP
- 3. Death certificates for each PAP's prior spouses who are deceased
- 4. Marriage certificate for PAPs who are married
- 5. Documentation re: PAP's name change if the PAP's current legal name is different from the PAP's birth name
- 6. Approved ICPC Adoption Home Study

Additional Documents for Third Circuit:

- 1. Asset and Debt Statement
- 2. Income and Expense Statement
- 3. Home Study
- 4. Home Study Addendum if the Home Study is more than one year old
- 5. Adoption Action Information Sheet