

AGENCY ADOPTION CHECKLIST

Name of Attorney or Filing Party: _____

Caption of Adoption: _____

Docket No. _____

See the following Articles prior to filing:

Article 1198 – Persons who may Petition

Article 1199 – Agency adoption; petition; contents; form

TIME REQUIREMENT

- the child must have been in the home of the petitioners for at least six months prior to the filing of the petition for adoption.

REQUIRED INFORMATION – ARTICLE 1199

Part I.

PETITIONERS:

ADOPTIVE FATHER

- full name
- date of birth
- place of birth
- religion
- occupation
- marital status & history
- SS #
- driver's license number and state of issuance

ADOPTIVE MOTHER

- full name
- date of birth
- place of birth
- religion
- occupation
- marital status & history
- SS #
- driver's license number and state of issuance

INFORMATION CONCERNING BOTH PETITIONERS:

- date and place of marriage
- address
- # of children born of marriage
- # of children adopted
- other children/adults residing in home

CHILD:

- name DOB place of birth
- birth registered in name of
- adoptive name
- name child is known to petitioners as
- how child entered petitioner's home
- relationship between the child and the adoptive parents
- legal custodian
- birth mother's name
- father's name: birth, legal, or alleged

Part II.

Must be included:

The following documents ***MUST*** be included in the record to have adoption granted and should be referenced in the Petition:

- original birth certificate
- petitioner's marriage license → copy
- divorce decree(s) from any prior marriages of the petitioner(s) → copy
- death certificate(s) from any prior spouses of petitioner(s) when the marriage ended because of the death of that spouse → copy
- DCFS Placement Agreement
- certified copies of any and all order(s) terminating the parental rights of all of the parents of the child.
- Adoption Disclosure Affidavit pursuant to Article 1200 and 1201.

Part III.

VERIFICATION OF PETITION MUST BE INCLUDED