Rev. 2022-12-15

PRIVATE ADOPTION CHECKLIST

Name of Attorney or Filing Party:_____
Caption of Adoption:_____
_____
Docket No. _____

See the following Children's Code Articles PRIOR to filing petition for private adoption:

***Ch.C. art. 1015* – Involuntary Termination of Parental Rights**
***Ch.C. art. 1122* – Surrender Form**
***Ch.C. art. 1172* – Certification for Adoption; authority to conduct Preplacement Home Study**
***Ch.C. art. 1222* – Private adoption; petition; contents; form**
***Ch.C. art. 1229* – Duties of adoption attorney**

SEE LOUISIANA PRACTICE CIVIL FORMS FOR PETITION

Part I.

Is the child certified for adoption?
☐ Yes ☐ No →*see Ch.C. art. 1193*

Parental rights of all parents , whose consent is required (see *Ch.C. art. 1193*), have been terminated by:
☐ Surrender and Order Approving Surrender
→ *see Ch.C. arts. 1122 &1123*
☐ Judgment of Termination→ *see Ch.C. art. 1001, et seq*
☐ Unidentified Father (if applicable)
→ If alleged father is "unknown", then the petition should allege sufficient facts per *Ch.C. art. 1135*.

Part II.

Are the adoptive parents certified for placement?
NOTE: ***All requirements must be met.***

☐ Completed Preplacement Home Study
→ *see Ch.C. arts. 1172 & 1173*

or

☐ Court approved placement
→ *see Ch.C. arts. 1175, 1176, & 1177*

☐ Child Abuse clearances for all states of domicile since the age of majority
☐ Completed Criminal Records Check Forms
→ *see forms at www.4jdc.com*

REQUIRED INFORMATION – ARTICLE 1222

Part III.

AS REQUIRED BY LA CH.C. ARTICLE 1222

FOR EACH PETITIONER:
- ☐ full name
- ☐ date of birth
- ☐ address
- ☐ age
- ☐ occupation
- ☐ marital status and history of each petitioner

CHILD:
- ☐ birth name
- ☐ name known to petitioners
- ☐ place of birth
- ☐ date of birth

OTHER:
- ☐ date the child entered the home of the petitioner
- ☐ circumstances under which child entered the home of the petitioner
- ☐ any relationship existing between the petitioner and the child
- ☐ any other children or adults residing in the household

Part IV.

Must be included:

The following documents ***MUST*** be included in the record to have adoption granted:

- ☐ child's birth certificate → must be an original
- ☐ 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
- ☐ current certification for adoption
- ☐ certified copies of any and all order(s) terminating the parental rights of all of the parents of the child.
- ☐ Adoption Disclosure Affidavit (see *Ch.C. art. 1223 and 1223.1)*
- ☐ *Ch.C. art. 1229(A)(5) and (10)* report(s)

For all adults living in the home, including petitioners:

- ☐ records check from DCFS
- ☐ records check from OPSO – see forms at *www.4jdc.com*
- ☐ confidential report from the DCFS (home study)

Part V.

VERIFICATION OF PETITION MUST BE INCLUDED