

ADOPTION PACKET CHECKLIST

**COMPLETE ADOPTION PACKETS ARE DUE TO THE ADOPTION UNIT WITHIN THREE WORKING DAYS OF THE PERMANENCY PLANNING HEARING (PROCEDURE VIII-G2)**

**PACKET MUST BE COMPLETE IN ORDER FOR THE ADOPTION UNIT TO ACCEPT CASE ASSIGNMENT**

- Original birth certificate (even if from out of state)
- Hospital birth records
- Initial physical when child entered care or newborn data from hospital
- CFS-456 Birth family background form (must be signed by worker)
- PACE
- Complete medical records (birth to current age)
- Vision records
- Dental records
- Current immunization record
- Sickle cell report on any AA children
- Any psychological evaluations for child
- Any psychological evaluations for biological parents
- Any counseling records or TFC records for child
- Developmental evaluations (speech, physical, and occupational therapy)
- Educational records including IEP (kindergarten to current grade)
- Emergency Petition with affidavit
- Emergency Custody order
- TPR order on all parents
- Relative Efforts Form

**\*\*If any of the records listed above are inaccessible, please document the reason for this on Department letterhead with your signature\*\***