

ADOPTION (AD) CHECKLIST

Case Initiation

- _____ **FILING FEE** \$65.00
- _____ **PB-005** AD/GS/NC Summary Sheet
- _____ **CV/CR/FM/PC-200** Social Security Disclosure Form
- _____ **PB-003** Jurisdictional Affidavit
- _____ **AD-001** Petition for Adoption and Change of Name
- _____ **AD-005** Child Custody Affidavit
- _____ **AD-006** Confidential Statement to Accompany Petition for Adoption
- _____ **AD-011** Secondary Placement Affidavit

Required BEFORE Final Hearing

- _____ Proof of Service and Summons
- _____ **AD-003** Consent of Other than Parent (DHHS if applicable)
- _____ **AD-004** Consent of Person to be Adopted (If adoptee is 14 years of age or older)
- _____ **AD-007** Report of Disbursements
- _____ **AD-010** Acknowledgement of Adoption Registry
- _____ Home Study
- _____ Marriage License (if applicable and not included in the Home Study)
- _____ Divorce Decrees (if applicable and not included in the Home Study)
- _____ DHHS Reports re: placement with adoptive family (if applicable)
- _____ Background and History of the Adoptee
- _____ DHHS Family and Child Health History (biological mother) **OR**
 - _____ Biological mother refused to provide this information.
- _____ DHHS Family and Child Health History (biological father) **OR**
 - _____ Biological father refused to provide this information.
- _____ TPR Order biological mother **OR**
 - _____ If biological mother is deceased, copy of Death Certificate
- _____ TPR Order biological father **OR**
 - _____ If biological father is deceased, copy of Death Certificate
- _____ **AD-013 or AD-014** Consent of Parent to Adoption, biological mother (if no TPR or death certificate)
 - _____ **AD-012** Certificate of Counseling (if applicable)
- _____ **AD-013 or AD-014** Consent of Parent to Adoption, biological father (if no TPR or death certificate)
 - _____ **AD-012** Certificate of Counseling (if applicable)
- _____ Certified Copy of Adoptee's Birth Certificate
- _____ Application and Agreement for Adoption Assistance (if applicable)
- _____ **VS-9** Certificate of Adoption (\$60 fee to Vital Statistics, check payable to Treasurer, State of Maine)
- _____ **VS-14** Legal Name Change and Request to Amend the Original Birth Certificate (\$60 fee to Vital Statistics, check payable to Treasurer, State of Maine)
- _____ **CJIS Fingerprint Background Check, IDENTOGO**

IMPORTANT NOTICE: The information contained in this checklist is intended for informational purposes only. This checklist may not contain all filing requirements or be applicable to all adoption cases and must not be used in place of legal advice from an attorney.