

MAINE JUDICIAL BRANCH

PRIVATE PARTY ADOPTION FILING CHECKLIST

Required at the time of filing:

- ☐ **FILING FEE** \$65.00; **or**
 - ☐ CV-067/191 Application to Proceed Without Payment of Fees and Financial Affidavit
- ☐ **FM-002** Family and Probate Matter Summary Sheet
- ☐ **PB-004** Social Security Number Confidential Disclosure Form
- ☐ **PB-003** Jurisdictional Affidavit
- ☐ **AD-001** Petition for Adoption and Change of Name
- ☐ **AD-007** Confidential Statement to Accompany Petition for Adoption
- ☐ Certified Copy of Adoptee's Birth Certificate or delayed birth registration

Required BEFORE final hearing:

- ☐ **PB-008** Summons Adoption, Guardianship, and Name Change with proof of service (acknowledgement, green mail card, or sheriff service) for any parents whose rights have not been terminated or surrendered and released
- ☐ **AD-012** Petition to Terminate Parental Rights (if responding parent is not signing a consent) **with proof of service**
- ☐ **AD-008** Report of Disbursements (not applicable if one of the petitioners is a blood relative of the minor)
- ☐ **AD-009** Certificate of Counseling for Parent (if the responding parent intends to consent to the adoption—not applicable if one of the petitioners is a blood relative of the minor)
- ☐ Marriage Certificate (if applicable and not included in the Home Study)
- ☐ Divorce Decree(s) (if applicable)
- ☐ Home Study (unless waived by the court because the petitioner is a relative of the child or the spouse or domestic partner of the child's parent)
- ☐ Documents related to Parent 1 (if applicable):
 - ☐ If Parent 1 is deceased, a copy of the death certificate
 - ☐ If Parent 1's rights have been previously terminated or surrendered and released, a copy of that order

ADA Notice: The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, accessibility@courts.maine.gov, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov.

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- ☐ Documents related to Parent 2 (if applicable):
- ☐ If Parent 2 is deceased, a copy of the death certificate
 - ☐ If Parent 2's rights have been previously terminated or surrendered and released, a copy of that order
- ☐ **VS-9** Certificate of Adoption, with numbers 1-62 completed (numbers 63-67 to be completed by clerk after final hearing)
- ☐ **Department of Health and Human Services Child Abuse Registry Background Check results**
Complete AD-032 and follow the instructions on the form. DHHS will send the results directly to the court.
- ☐ **Criminal History Record Fingerprint/Background Check results**
Follow the instructions on page 3 of this checklist to have your fingerprints taken. The results of the background check will be sent directly to the court.

If a licensed child-placing agency has assisted in placing the child for adoption:

- ☐ Background and history of the adoptee

If a responding parent is consenting to the adoption, lives outside the state of Maine, and cannot appear in person at the adoption hearing:

- ☐ **AD-006** Consent of Parent to Adoption Outside Maine

If the Indian Child Welfare Act applies to the case:

- ☐ **AD-029** Statement Regarding Tribal Affiliation
- ☐ Copy of notice of adoption petition and TPR petition (if applicable) sent to the child's parents or Indian custodian and the tribe **with any return receipt/proof of service**

Additional requirements to be completed at the final hearing (if applicable):

- ☐ **AD-005** Consent of Parent to Adoption (must be signed in front of the judge)
- ☐ **AD-004** Consent of Person (12 Years Old or More) to be Adopted (must be signed in front of the judge)
- ☐ **FM-052** Federal Affidavit (only if a responding parent does not appear at the final hearing)

PLEASE NOTE: If the court issues an adoption decree after the final hearing, the clerk will send the court order and the completed VS-9 form to the petitioning party. **The petitioning party must then mail the completed VS-9 form with a \$60 check or money order payable to Treasurer, State of Maine to:**

Department of Health and Human Services
Maine Center for Disease Control and Prevention
220 Capitol Street
11 State House Station
Augusta, Maine 04333-0011

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Instructions to Get Fingerprinted for Your Criminal History Record Background Check

1. Go to <https://me.ibtfingerprint.com>.
2. Click “Schedule New Appointment.”
3. Select “District Courts - Adoptions” as the agency name in the drop-down selection.
4. Then select the District Court location in which your adoption case has been filed.
5. Read the “Fingerprint-Based Criminal History Record Request Authorization and Notification Form” carefully and then select “I AGREE” to affirm that you have read and fully understand the release allowing the Maine State Bureau of Identification (SBI).
6. Enter the zip code for the town or city in which you live to determine the closest fingerprinting location.
7. Select the testing location and date that works best, click “schedule,” and then select a time.
8. You will then be required to complete demographic information to finalize and submit the application.
9. Arrive at the facility at your appointed date and time.
10. Staff at the facility will check your ID, verify your information, verify payment of \$55, capture your fingerprints, and submit your data. This normally takes less than five minutes.
11. You will receive a signed receipt at the end of your fingerprinting session. Please keep this receipt in case there is trouble transmitting your fingerprint results to the court.
12. All results will be processed and transmitted directly to the court by the Maine SBI.

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