

PRIVATE PARTY ADOPTION CASE FILE CHECKLIST

***As of September 1, 2019, the courts accept *only* 18-C forms (Rev. 9/19 or after)**

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-012** Petition to Terminate Parental Rights (if applicable)
- AD-007** Confidential Statement to Accompany Petition for Adoption
- Certified Copy of Adoptee's Birth Certificate or delayed birth registration

Required BEFORE final hearing:

PLEASE NOTE: The Petition for Adoption must **always** be served on parents whose rights have not been terminated or surrendered and released.

- PB-008** Summons Adoption, Guardianship, and Name Change with Proof of Service (acknowledgement, green mail card, or sheriff service) of applicable parties.
- AD-004** Consent of Person to be Adopted (applicable if adoptee is 12 years or older)
- AD-008** Report of Disbursements (not applicable if one of the petitioners is a blood relative to the minor)
- Marriage License (if applicable and not included in the Home Study)
- Divorce Decrees (if applicable)
- Home Study
- Background and History of the Adoptee

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.

MAINE JUDICIAL BRANCH

- DHHS Family and Child Health History (Parent 1)
 - Parent 1 refused to provide this information.

- DHHS Family and Child Health History (Parent 2)
 - Parent 2 refused to provide this information.

- AD-005** Consent of Parent to Adoption of Parent 1 (or if Parent 1 is outside main, **AD-006** Consent of Parent to Adoption, Outside Maine) **and AD-009** Certificate of Counseling for Parent 1; **or**
 - If Parent 1 is deceased, copy of Death Certificate
 - If Parent 1 executed a surrender and release, **AD-015** Surrender and Release to Adoption **and AD-009** Certificate of Counseling for Parent 1; **or**
 - Order Terminating Parental Rights of Parent 1

- AD-005** Consent of Parent to Adoption of Parent 2 (or if Parent 1 is outside main, **AD-006** Consent of Parent to Adoption, Outside Maine) **and AD-009** Certificate of Counseling for Parent 2; **or**
 - If Parent 2 is deceased, copy of Death Certificate;
 - If Parent 2 executed a surrender and release, **AD-015** Surrender and Release to Adoption **and AD-009** Certificate of Counseling for Parent 2; **or**
 - Order Terminating Parental Rights of Parent 2.

- Application and Agreement for Adoption Assistance

- VS-9** Certificate of Adoption, with numbers 1-62 completed (numbers 63-67 to be completed by clerk after final hearing)

- CJIS Fingerprint/Background Check Results**

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

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.