

ADOPTION CHECKLIST  
INDEPENDENT OR AGENCY PLACED ADOPTIONS

- Petition to waive 30-day filing requirement.
- Order
- Consent of natural parent (signed before Judge)
- Petition for pre-approval of fees
- Order

AT FILING OF PETITION:

- Petition for adoption (If placed by natural parent, must be filed within 30 days of child's placement).
- Birth Certificate or affidavit
- Preplacement report or waiver of preplacement investigation
- Consent of parents waiving notice (birth mother and father)
- Marriage license and divorce decree, if applicable
- Petitioner's ID
- Written authorization allowing adoptee to be placed in home
- Copy of any court order affecting custody, visitation with, or parentage of adoptee
- Any and all express consents/relinquishments needed for adoption
- Pre-Placement investigation and all documentation required for it (if needed)
- Accounting of all anticipated costs and expenses of adoption
- Verified affidavit by biological mother regarding biological father
- Petition to waive one-year residence requirement with order
- Interlocutory Order
- Petition for approval of fees
- Order approving fees
- Interlocutory Order

PRIOR TO DISPOSITIONAL HEARING:

- Post-placement investigation
- Affidavit of birth mother & father (no money received)
- Affidavit of petitioners (no moneys paid without court approval)
- Affidavit of petitioners showing all moneys paid in connection with adoption
- Proof of notice where actual parental consents not obtained
- Petitioner's notice of hearing to State DHR (certified mail) must be received 30 days prior to dispositional hearing.
- Proof of notice to DHR by filing green card with Court.

**State of Alabama**  
**Department of Human Resources**  
**P. O. Box 304000**  
**Montgomery, AL 36130-4000**

**ATTN: Office of Adoptions**

- If affidavit was filed initially concerning birth certificate, be sure birth certificate, has been filed.
- Final Decree
- Report of Adoption VS-17
- \$25.00 check/ \$10.00 Out of State (Payable to the State Board of Health)
- Acknowledgement Letter from DHR