

AGENCY ADOPTION PETITIONS

Please be advised that Agency Adoption petitions filed in Westchester County must be filed complete for processing under the DRL Art. 7, Uniform Rules–Trial Courts Sec. 205.53 and Local Practice requirements. The attached list is provided to assist you in filing a complete package as required by this Court. *Please coordinate your submissions with those of the Agency.*

Please provide the following information when filing:

Adoption of _____ dob _____ pl. _____

Date Adoptive Child placed with Adoptive Parent(s) _____

Adoptive Parent(s) _____

Address _____

Attorney _____

Address _____

Phone No. _____ Return Env. _____

Child to be known as _____

Agency _____

Law Guardian _____

~ FOR COURT USE ONLY ~

Date sent for docketing: _____

Date Attorney given docket #: _____

Finalization date: _____ **Agency Notified:** _____

Attorney for the Child Notified: _____

AGENCY PETITIONS
Attorney Submissions

Received Date:

- _____ Petition, signed, dated and properly verified
- _____ Agreement of Adoption and Consent,
Adoptive Parents _____ signed and Notarized
Agency Director _____ signed and Notarized
- _____ Affidavit of Financial Disclosure *including attorney fees, agency fees, costs and disbursements*
- _____ Supplemental Affidavit, signed by adoptive parents and attorney
- _____ Order of Adoption with caption completed
- _____ Report of Adoption (Albany) or Notification of Order of Adoption (NYC)
- _____ Consent of Child over 14 years of age
- _____ Affidavit Identifying the Parties, signed by the Attorney
- _____ Attorney's Affirmation of Legal Services
- _____ OCA Form _____ OCA Affirmation of Mailing* *or*
Postcard Receipt _____ *
- _____ Affidavit of Marital History from Adoptive Parents *signed and notarized*
- _____ Original or Certified Copy of marriage certificate
- _____ Divorce Decree & if applicable, Findings of Fact (certified copy) _____ death certificate (orig) _____
- _____ Affidavit from Back-Up Guardian, if AP over 60 years old

* Please note that pursuant to an Administrative Order of the Chief Administrative Judge of the Courts passed in October 2003, Section 205.53(b)(7) of the Uniform Rules for the Family Court was amended to alleviate the need for attorneys to wait for receipt of the OCA postcard receipt in order to finalize an adoption. Instead, the attorney now has the alternative of simply affirming in writing that the original was submitted to OCA.

AGENCY PETITIONS (continued)
Agency Submissions

Received Date:

- _____ Certified copy or original birth certificate of adoptive child

- _____ Doctor's Note. MUST BE less than six months old *from the date of finalization*
_____ adoptive child _____ AM _____ AF

- _____ Verified Schedule

- _____ Affidavit of Agency Fees or _____ Subsidy

- _____ Acknowledgment that AP have received child's medical records

- _____ Original or Certified Copy of:
 - TPR BF _____ BM _____
 - Surrender BF _____ BM _____
 - Other _____

- _____ Affidavit of No Appeal

- _____ Child Abuse Clearances (NO OLDER THAN 1 YEAR)
_____ AM _____ AF
ADULT OVER 18 in Household _____

- _____ Criminal Clearances (NO OLDER THAN 1 YEAR)
_____ AM _____ AF
ADULT OVER 18 in Household _____

- _____ Completed Putative Father Registry Form

- _____ Affidavit of Denial from AP re: drugs, alcohol, abuse and neglect, criminal history

Date of HOME STUDY _____