

## PRIVATE ADOPTION PETITIONS

Please be advised that Private Adoption petitions filed in Westchester County must be filed complete for processing under Art. 7, DRL, 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.

Prior Certification under DRL 115-d is required for all prospective adoptive parents with the following exceptions: step-parent adoptions or where the adoptive parent(s) was previously granted legal custody or legal guardianship of the adoptive child. Petitions received for Adoptive Parents not previously certified as Qualified Adoptive Parents will be returned to your attention.

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### **Please provide the following information when filing:**

Adoption of \_\_\_\_\_ dob \_\_\_\_\_ pl. \_\_\_\_\_

Adoptive Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

Attorney \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Env. \_\_\_\_\_

Child to be known as \_\_\_\_\_

Referral Order signed \_\_\_\_\_

Probation Report and Approval Received \_\_\_\_\_

Birth Mother: \_\_\_\_\_ Birth Father: \_\_\_\_\_

Attorney for BM \_\_\_\_\_ Attorney for BF \_\_\_\_\_

Adoption Contact: 914-824-5539 – Jean Miele  
Attorney Referee: 914-824-5476 – Maria-Alana Recine  
White Plains Family Court



**PRIVATE ADOPTIONS**  
*(including Step/Second-Parent Adoptions)*

**ADDITIONAL REQUIRED DOCUMENTS**

**Received Date:**

- \_\_\_\_\_ Original or Certified copy of the Adoptive Child's Birth Certificate
  
- \_\_\_\_\_ Doctor's Notes, less than 6 months old, for:  
Adoptive Child \_\_\_\_\_  
Adoptive Mother \_\_\_\_\_ Adoptive Father \_\_\_\_\_
  
- \_\_\_\_\_ Affidavit of Marital History of Adoptive Parent(s)
  
- \_\_\_\_\_ Original or Certified copy of Adoptive Parent's Marriage Certificate/Domestic Partnership Certificate
  
- \_\_\_\_\_ Original or Certified copies of divorce decrees or death certificates, if applicable
  
- \_\_\_\_\_ Attorney's Affirmation of Legal Services
  
- \_\_\_\_\_ ICPC form, if applicable
  
- \_\_\_\_\_ Detailed information regarding how adoptive parent(s) came to know about the adoptive child. Please provide the original newspaper ad, if applicable.
  
- \_\_\_\_\_ **CRIMINAL CLEARANCES (Fingerprint Cards)**  
  
AM Mailed \_\_\_\_\_ Received \_\_\_\_\_  
AF Mailed \_\_\_\_\_ Received \_\_\_\_\_  
Resident Au Pair \_\_\_\_\_  
Others over 18 years in AP's household \_\_\_\_\_
  
- \_\_\_\_\_ **CHILD ABUSE CLEARANCES (DSS Form 3937)**  
  
Signed and dated \_\_\_\_\_ Mailed \_\_\_\_\_ Received \_\_\_\_\_  
Returned for Correction \_\_\_\_\_
  
- \_\_\_\_\_ Putative Father Registry Form (for out-of-wedlock children)
  
- \_\_\_\_\_ OCA documents Copy of Form \_\_\_\_\_ OCA card \_\_\_\_\_
  
- \_\_\_\_\_ Back-up Guardian Affidavit if APs are over 60 years old

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**CONSENTS OF NON-CUSTODIAL NATURAL PARENTS**

**Received Date:**

- \_\_\_\_\_ Judicial Consent by Natural Parent(s)
- \_\_\_\_\_ Adoption Information Registry Form  
*(for children born and adopted in NYS)*
- \_\_\_\_\_ Transcript of Judicial Consent done in another Court
- \_\_\_\_\_ Date of Judicial Consent(s) done in this Court
- \_\_\_\_\_ Extra Judicial Consent by natural parent(s)
- \_\_\_\_\_ Affidavit of Financial Disclosure, natural parent(s)

**NATURAL PARENT(S) ATTORNEY DOCUMENTS**

- \_\_\_\_\_ Affidavit Identifying the Party
- \_\_\_\_\_ Affirmation of Legal Services
- \_\_\_\_\_ OCA documents (only if New York State Attorney)

***For Step-parent Adoptions . . .***

- \_\_\_\_\_ DRL 111 and 111a affidavit from natural/custodial parent
- \_\_\_\_\_ Judicial Consent by non-custodial parent
- \_\_\_\_\_ Adoption Information Registry Form  
*(for children born and adopted in NYS)*
- \_\_\_\_\_ Transcript of Judicial Consent done in another Court
- \_\_\_\_\_ Judicial Consent proceedings in this Court
- \_\_\_\_\_ Extra-Judicial Consent by non-custodial parent