



New Hampshire Division for Children, Youth and Families Policy Manual

1827 ADOPTION RECORDS

Chapter: Adoption and Post-Adoption Supports

Section: Post-Adoption Practice

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-07**

Effective Date: **July 2021**

References Of Note

Federal Authority:

Statutes: [RSA 170-B](#)

Administrative Rules:

Case Law:

This policy establishes the contents and retention of records for children and youth adopted through DCYF.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. The CPS Permanency Worker shall create and maintain a separate folder for essential adoption paperwork upon notification that the Court ordered adoption to become the primary goal for a child in DCYF's custody or guardianship.
- II. The Adoption File includes copies of the following documentation (as it is made available):
 - A. **Birth parent(s):**
 1. Updated adoptive histories (Adoptive History Part I Form 1790-1 and Adoptive History Part II Form 1790-2) completed in accordance with policy 1790 Adoptive Histories;
 2. Medical Information on Birth Parents (Form NHJB-2193-FP); and
 3. Request to Putative Father Registry (NH) form;
 - B. **Court:**
 1. Petition for Adoption of Unrelated Minor Child (Form NHJB-2185-FP) for a child who is not related to the prospective adoptive parent, or Petition for Adoption of Related Minor Child (Form NHJB-3198-FP) for a child who is related to the prospective adoptive parent (copy of original presented to the court);
 2. Form VS 37 (Vital Records Report) as submitted to the Court;
 3. Sharing of Adoption Confidential Information Statement (Form 1813);

4. Department of Health and Human Services or Agency Surrender of Parental Rights (Form NHJB-2081-FP) (copy of original presented to the court and form signed by the Court); and
5. Adoption Certificate (when provided by the Court); and

C. **Adoptive parent(s):**

1. Original homestudy and updated adoption homestudy;
2. Updated references for the Adoptive parent(s);
3. Adoption Assistance Application (Form 1802);
4. Adoption Assistance Agreement – For Children Age 0-15 (Form 1803) or Adoption Assistance Agreement – For Children Age 16 and Older (Form 1803YA);
5. Special Needs Determination-Adoption (Form 1801);
6. Adoption IV-E Verification (Form 2665);
7. Foster/Adoptive/Kinship Provider Enrollment/Change Form (Form 1850);
8. W-9 form(s);
9. Updated Criminal Records check(s) for all adults in the home; and
10. Federal Fingerprint results for all adult household members.

III. Once adoption has been finalized, the Adoption Files will be closed and maintained at the District Office until AFCARs have been completed, and it is ready to be sent to Archives.

IV. The Adoption File is archived in the box with the case files (including the Attorney files).

- A. Adoption Files and the case files for persons who have been adopted are boxed separately from case files for cases that did not close due to adoption.
- B. When siblings are adopted at the same time, their adoption folders and case files should be boxed together.
- C. Adoption Files for multiple children may be boxed together so long as the box is clearly marked as to its contents.
- D. Each box must be marked as follows:

1. Case number;
2. Birth name and date of birth (DOB); and
3. Adoptive name and date of adoption.

Applicable Forms	
Form	Title
1790 I	Adoptive History Part I
1790 II	Adoptive History Part II
1801	Special Needs Determination - Adoption
1802	Adoption Assistance Application
1803	Adoption Assistance Agreement (FOR CHILDREN AGE 0 – 15)
1803YA	Adoption Assistance Agreement (FOR YOUTH AGE 16 AND OLDER)
1813	Sharing of Confidential Adoption Information Statement
1850	Foster/Adoptive/Kinship Provider Enrollment/Change Form
1869	Service Authorization Request
2665	Adoption Title IV-E Verification

Frequently Asked Questions
<p>Q1. What do I do if an individual formerly adopted through DCYF contacts my office asking for copies of their record?</p> <p>A Direct them to Permanency Adoption Unit at State Office.</p>
<p>Q2. What if siblings are adopted at the same time, but to different families?</p> <p>A Siblings adopted at the same time but to different families should be boxed together.</p>
<p>Q3. Who can I talk to if I have questions about adoption case records?</p> <p>A If you have questions call the Permanency/Adoption Program Supervisor at State Office.</p>

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date