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

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<thead>
<tr>
<th>Form</th>
<th>Title</th>
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<tbody>
<tr>
<td>1790 I</td>
<td>Adoptive History Part I</td>
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<tr>
<td>1790 II</td>
<td>Adoptive History Part II</td>
</tr>
<tr>
<td>1801</td>
<td>Special Needs Determination - Adoption</td>
</tr>
<tr>
<td>1802</td>
<td>Adoption Assistance Application</td>
</tr>
<tr>
<td>1803</td>
<td>Adoption Assistance Agreement (FOR CHILDREN AGE 0 – 15)</td>
</tr>
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<td>Adoption Assistance Agreement (FOR YOUTH AGE 16 AND OLDER)</td>
</tr>
<tr>
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<td>Sharing of Confidential Adoption Information Statement</td>
</tr>
<tr>
<td>1850</td>
<td>Foster/Adoptive/Kinship Provider Enrollment/Change Form</td>
</tr>
<tr>
<td>1869</td>
<td>Service Authorization Request</td>
</tr>
<tr>
<td>2665</td>
<td>Adoption Title IV-E Verification</td>
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### Frequently Asked Questions

**Q1.** What do I do if an individual formerly adopted through DCYF contacts my office asking for copies of their record?
   
   **A** Direct them to Permanency Adoption Unit at State Office.

**Q2.** What if siblings are adopted at the same time, but to different families?
   
   **A** Siblings adopted at the same time but to different families should be boxed together.

**Q3.** Who can I talk to if I have questions about adoption case records?
   
   **A** If you have questions call the Permanency/Adoption Program Supervisor at State Office.

### 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

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<thead>
<tr>
<th>PD</th>
<th>Modification Made</th>
<th>Approved</th>
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