

WHAT TO FILE

- Verified Complaint/ Order
- State and Federal fingerprint checks
- Copy of Child's Birth Certificate
- Consent by custodial parent/
- Notice to non-custodial parent.
If whereabouts unknown,
- Affidavit of Diligent Inquiry
 - Proof of Service
- Copy of death certificate if parent
is deceased.
- Names and dates of birth of adop-
tive parents (needed for back-
ground checks)



What The Complaint Should Contain

The Complaint for adoption must include the following:

- The names and dates of birth of anyone residing in the adoptive applicant's home who are 18 years of age or older.
- If the birth father is not known or not named on the birth certificate the court needs a sworn statement (notarized) that the father is unknown and why. We must have a copy of the birth certificate.
- Reports will include Criminal History Record Check (CHRI).

*A guide for the professional
Prepared by the Union County Surrogate Court*

Union County Surrogate Court
Union County Court House
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Elizabeth, New Jersey 07207

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FILING AN ADOPTION COMPLAINT

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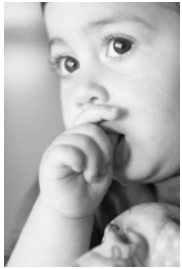
*James S. LaCorte
Surrogate*



Outlining the new
Administrative Office
of the Courts
requirements for
Step-Parent and
Agency Adoptions

Directive # 17-06
Effective October 15, 2006

WHAT IS REQUIRED IN UNION COUNTY



When an Adoption complaint (for a stepparent adoption) is presented to the Surrogate, the office will advise the plaintiff that Directive #17 - 06 requires that in all

stepparent adoptions a review of the Criminal History Record Information (CHRI), fingerprint background check must be performed on the adoptive parent and **any person residing in the home that is 18 years of age or older**, excluding the birth parent. The fingerprint checks must be dated within one year of the filing of the complaint.

The complaint cannot be filed in without the fingerprint results being submitted to the court by the agency. The office will provide the plaintiff with the names of at least six adoption agencies that are capable of conducting these checks.

Upon receipt of the necessary paperwork the complaint will be filed.

The names of all relevant parties will be forwarded to the Judiciary Clerk who will perform the PROMIS-GAVEL, Domestic Violence registry checks and DYFS System name checks.

The Judge will then review the documents and determine if a full agency investigation and report is warranted.

An update of the Domestic Violence, Promis-Gavel and DYFS checks will be repeated on the date of the hearing.

All adoption complaints that are incomplete will be returned. Please make sure that all the necessary information is listed. Your adoption will not be listed on the court calendar if it is incomplete.



BACKGROUND CHECKS

In all adoptions Directive #17-06 requires that the Criminal History Record Information in all adoptions must be conducted 12 months or less prior to the filing of the adoption complaint. The hard copy of the CHRI checks must be filed with the adoption.

PRIVATE ADOPTIONS

In the case of private adoptions a complaint will be accepted without the checks completed because the agency appointed will obtain these checks after the court appoints them.



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