

**TWENTY - SECOND JUDICIAL CIRCUIT OF MISSOURI**  
**FAMILY COURT - JUVENILE DIVISION**

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**ADOPTIONS/TRANSFERS OF CUSTODY**

**I. The following must be filed with an original and two copies of the Petition:**

- A. Filing fee of \$325.00 for a One Count Petition  
Filing fee of \$425.00 for a Two Count Petition  
Filing fee of \$225.00 for an Adult Adoption  
(\$30.00 for each additional child)
- B. Affidavit of Account (original and one copy - forms available in Clerk's Office)  
Note: See section II. item I.
- C. Certificate of Decree of Adoption – no errors or white out accepted (original and one copy - forms available in Clerk's Office or at website:  
[http://www.dhss.mo.gov/IVrecords/Certificate\\_of\\_Decree\\_of\\_Adoption.pdf](http://www.dhss.mo.gov/IVrecords/Certificate_of_Decree_of_Adoption.pdf))
- D. Putative Father Registry (original mailed by attorney to registry in the state in which the subject child was born and two copies filed with Petition - forms available in Clerk's Office) Note: This form must always be completed in cases wherein the subject child was born out of wedlock or legal father is not birth father

**II. Additional documents needed subsequent to filing:**

- A. Petitioner(s) by their Attorney need to file one of the following for each birth and legal parent:
  - 1. Consent to Adoption
  - 2. Service of Summons\*
  - 3. Service by Publication\*
  - 4. Termination Order (certified copy of order from another jurisdiction)
  - 5. Certified Copy of Death Certificate

\* For stepparent and relative adoptions in which grounds are alleged in petition, the following are required:

- a. Dates and specific descriptions of every effort to locate and/or gain consent(s) of parent(s);
- b. Copies of all letters sent in effort to locate and/or gain consent(s) of parent(s);

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- c. Complete description of any parent who cannot be located, to assure completion of a due and diligent search (full name, date of birth, age, SSN, last known address)

Required documentation will be reviewed prior to granting an Order of Publication.

- B. Motion for Default (when needed)
- C. Consent of Child/Children to Adoption (if over fourteen years of age - original and one copy)
- D. Home Study - unless waived by Court Order. Said study may be completed by Missouri Children's Division if Petitioner(s) meet financial criteria. The study is to be received at this Court at least ten (10) days prior to the docket date.
- E. Consent of Agency to Adoption (when applicable)
- F. A full and complete certified copy of birth certificate for child/children/adult adoptee
- G. Proposed Decree of Adoption (will be sent to Attorney by Clerk's Office, after case is set for hearing-to be returned at least one week prior to hearing)
- H. For each person being adopted who was born in the State of Missouri or a Foreign Country, a \$30.00 check or money order made payable to Missouri Department of Health is required **after** the case is set for hearing to process and change the birth certificate.
- I. An updated Affidavit of Account must be filed immediately prior to the hearing date reflecting all expenses paid by Petitioner(s), including any and all expenses incurred subsequent to the filing of the original affidavit (sent by Clerk with Proposed Decree).

### **III. In situations where the Home Study has been waived, Petitioners must provide the Court with the following prior to the case being set for hearing:**

- A. Verification of all marriages and divorces of each Petitioner and/or death certificate of any previous spouse

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- B. Full and complete certified copies of birth certificates of Petitioners
- C. Letters from physician(s) stating that Petitioners and each child in the household are in good health and free of any communicable diseases
- D. If the Petitioners attend church or synagogue, a letter from religious official stating length of membership; if they do not attend church or synagogue, a letter of reference
- E. If employed, a letter from each Petitioner's employer stating salary, length of employment and work characteristics
- F. Completed Financial Form (sent to Petitioners when study is waived)

Please inform Petitioner(s) that criminal record checks and child abuse/neglect checks are completed on **all** Petitioners for Adoption.