

RCAO Adoption Frequently Used Filing Code Guide

Filing Code	Instructions
Adoption Petition - County Social Services Agency	Filing Description: Name of Social Worker
Adoption Placement Agreement	
Adoption Study Report (Homestudy)	Filing Description: Name of Child/ren and Name of Agency Reporting
Agreement	Filing Description: Title of Agreement
Birth Certificate	Filing Description: Name Child/ren and State
Certificate of Representation	Filing Description: Name of Attorney and Name of Client
Consent of Child Over Age 14	Filing Description: Name of Consenting Party
Consent to Adopt-Parent	Filing Description: Name of Consenting Party
DHS Background Check [Adam Walsh Background Check]	Filing Description: Name of Person on Background Check
Fathers' Adoption Registry Search Results [MFAR]	Filing Description: Name Child/ren
Information for Notice of Adoption Petition [Used to identify those who should receive notice of adoption]	
Post Placement Assessment-Adoption	Filing Description: Name of Child/ren
Proof of Termination of Parental Rights [Copy of TPR Order]	Filing Description: Name of Parent
Proposed Document [Proposed Findings, Order, Judgment & Decree for each child]	Use for all Proposed Orders Filing Description: "Urgent" when applicable and Title of Document
Social and Medical History-Adoption	
Social Services Affidavit to Support and Finalize Adoption	