



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**



EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

April 14, 2011

ALL COUNTY LETTER NO. 11-24

TO: ALL ADOPTION SERVICE PROVIDERS  
ALL CDSS ADOPTIONS DISTRICT OFFICES  
ALL DELEGATED COUNTY ADOPTION AGENCIES  
ACADEMY OF CALIFORNIA ADOPTION LAWYERS  
ALL COUNTY CIVIL RIGHTS COORDINATORS

SUBJECT: DUTIES AND RESPONSIBILITIES OF ADOPTION SERVICE PROVIDERS

REFERENCE: FAMILY CODE SECTION 8502, 8620, 8801.3, 8801.5, 8801.7, 8814.5 AND ALL COUNTY LETTERS 07-02, 09-28, AND 09-35

This All County Letter (ACL) is intended to clarify the responsibilities and duties of Adoption Service Providers (ASP), as well as attorneys acting as an ASP under Family Code section 8502.

Adoption Service Providers owe a duty of care per Family Code section 8801.7, to the birth parent(s) regardless of who is paying for their services. **Attorneys acting as an ASP may not provide services to the prospective adoptive parent(s).** Likewise, an ASP who has completed a home-study of the prospective adoptive parent(s) may not act as the ASP for the birth parent. This includes an ASP who is employed by a licensed adoption agency who has provided services to the prospective adoptive parent(s). Please refer to ACL 07-02 for further information.

Adoption Service Providers are required to provide services to the birth parent(s) in all cases except in the following cases:

- The prospective adoptive parent(s) are relatives of the child;
- A legal guardian who falls under Family Code section 8802(D)(i), (ii) and (iii); or
- A person named in the will of a deceased parent as an intended adoptive parent where the child has no other parent.

If the prospective adoptive parent wants to enlist the services of an ASP, but does not require them because they fall into one of the three categories above, the ASP may provide the services, but should inform the prospective adoptive parent(s) that their case does not require their services.

Adoption Service Providers' duties and responsibilities are outlined in Adoptions Regulations sections 35094.2 through 35094.3.

Adoption Service Providers are responsible for submitting all required documents to the California Department of Social Services (CDSS) or delegated county adoption agency. This responsibility does not fall on the birth parent(s), prospective adoptive parent(s) or an attorney.

**The following items must be completed and submitted on all adoption cases where an ASP is involved. Any adoption form listed below may be found on our Department website at <http://www.cdss.ca.gov/cdssweb/PG164.htm>.**

### **Form AD 930**

This form must be completed by the ASP in its entirety and attached to all supporting documents, along with the birth parents' contact information. The ASP should inform birth parent(s) to expect additional contact from CDSS or the delegated county adoption agency prior to completion of the investigation. The form is attached.

### **Statement of Understanding**

The ASP must thoroughly review the Statement of Understanding (SOU) with the birth parent. The information under personal knowledge must be completed and list all medical and criminal issues/history of the adoptive parent(s). If required information is omitted, the SOU and the Independent Adoption Placement Agreement (APA) form will be invalid and will need to be retaken. The SOU must be signed on the same day as the Independent APA form is signed, but before the APA form is signed.

### **Independent Adoption Placement Agreement**

The ASP must comply with Adoptions Regulations section 35094.3 before the birth parent(s) and prospective adoptive parent(s) sign the APA. The birth parent must have been advised of his/her rights at least ten days before signing the APA. In addition, the birth mother must also have been released from the hospital prior to signing the APA, with the exception of cases where the birth mother remains hospitalized for a period longer than the child. In these cases then the birth mother

may sign the APA at or after the time of the child's discharge from the hospital if her competency to sign is verified by her attending physician. Both the birth parent(s) and prospective adoptive parent(s) must sign the same APA. This may require the ASP to mail the form back and forth in order to obtain all required signatures. It is also important to note that the 30-day period only prevents a birth parent from revoking their consent to the adoption; it does not terminate parental rights unless and until a court issues an order doing so.

### **Adoptions Information Act Statement**

The ASP must complete form AD 908 for each birth parent.

### **Information about the Birth Mother**

Form AD 67 must be given to the birth mother at the initial session. The ASP should assist the birth mother in completing the form. The birth mother may request assistance of family members. The ASP should review the document to ensure it has been completed in its entirety and that no important information is omitted, such as, marital history, psychological history, current psychotropic medications, substance abuse history, etc. This form must be completed prior to signing the APA and submitted to the agency by the ASP.

If the birth mother has not been advised by the ASP, the AD 67 must be given to the birth father at the initial session requesting him to complete the form with as much information as possible.

### **Information about the Birth Father**

Form AD 67A must be given to the birth father at the initial session. The ASP should assist the birth father in completing the form. The birth father may request the assistance of family members. The ASP should review the document to ensure it has been completed in its entirety and that no important information is omitted, such as, marital history, psychological history, current psychotropic medications, substance abuse history, etc. This form must be completed prior to signing the APA and submitted to the agency by the ASP.

However, if the birth father is not being advised of his rights by the ASP, then the AD 67A must be given to the birth mother at the initial session requesting her to complete the form with as much information as possible.

### **Declaration of Mother**

The form AD 880 must be completed and signed by the birth mother. The ASP should assist the birth mother in completing the form. The birth mother should complete this form for all identified fathers. The ASP should review this document to ensure it has been completed in its entirety and that important information is not omitted. If any answers provided by the birth mother is not clear or is contradictory, the ASP must clarify the answer with the birth mother.

### **Indian Child Inquiry**

Before taking the APA, the ASP must inquire whether the child is or may be Indian. This information is recorded on the ICWA (Indian Child Welfare Act) form ICWA-010(A), which must be completed on all cases. The ASP is responsible for sending the form to CDSS or delegated adoption agency and also sending a copy to the petitioners and their attorney. For further information about completing this form, please review ACL 09-28.

### **Parental Notification of Indian Status**

The ASP is responsible for assisting each birth parent with the completion of the ICWA-020 form prior to accepting the APA. This form must be signed by the birth parent that completes this form. The ASP is responsible for sending the form to CDSS or delegated adoption agency. For further information about completing this form, please review ACL 09-28.

### **Signed Authorization for Release of Information**

Form AD 100 should be completed by the birth parent. The ASP must ensure that a separate AD 100 form be completed for each of the following service providers:

- The ASP to the investigating agency;
- Investigating adoption agency to the prospective adoptive parent(s);
- Doctor (including but not limited to the obstetrician doctor, child's physician, and birth mother's doctor) to investigating agency;
- Hospital where the birth mother delivered the child to the investigating agency; and
- Any school or therapist (for the child and/or birth parent).

Under the doctor category the birth mother should complete a separate form for each doctor listed. Please see the frequently asked questions attachment of this ACL for detailed information on how the AD 100 form should be completed.

### **Background Information Regarding Prospective Adoptive Parent(s)**

Before advising a birth parent, the ASP must have obtained background information regarding the prospective adoptive parent(s). The background information must include the personal knowledge as listed in Family Code section 8801(b). The birth parent must have this information prior to placing a child for adoption. The background information that is given to the birth parent must also be sent to CDSS or the delegated county adoption agency.

### **Summary**

The ASP must write a detailed summary that should include, but is not limited to, the following:

- Summary of all contacts with the birth parent(s);
- Details of the advisement interview which should include what was discussed and any issues addressed;
- Details regarding discussion of alternatives to adoptive placement of the child;
- Description and background information of the birth mother and birth father;
- Motivation to place the child for adoption and circumstances of placement;
- Details regarding the birth father, is he in agreement with the adoption or not;
- Details regarding the birth mother and birth fathers competency such as any medical history or medication taken;
- Details regarding alleged father(s);
- Details on notes taken during the advisement meeting;
- Marriage and divorce history of birth parent(s);
- History of children who were not placed at birth.
- Details regarding informing birthparent(s) of right to separate counseling sessions and any details regarding counseling sessions;
- Relationship with the adoptive parent(s) which includes plans on future contact;
- Details of prenatal care/birth information and health of baby;
- Details regarding discussion of ICWA;
- Details regarding requirements of ICWA when attorney is completing and sending out the ICWA-030;
- Summary of all contacts with the prospective adoptive parent(s), including discussion regarding information from the birth parent(s);
- Details on discussion of informing the birthparent(s) of future contact from investigating agency; and
- Any other information which will assist CDSS or the delegated county adoption agency in its investigation.

**There are additional documents that may be required depending upon the circumstances of the individual case. The ASP has the responsibility to ensure the following documents are included if such case warrants their inclusion:**

**Competency**

The ASP must comply with Adoptions Regulations Sections 35094.3(a)(4) and 35101 before any birth parent signs the APA. If the ASP observes or knows of history or condition that indicates the parent (mother or father) may not have the ability to understand the nature, content and effect of the APA or the consent to adoption, an evaluation of the birth parent's competency must be completed. The ASP may sign the APA in these cases only after the parent's ability to understand is established by a written evaluation signed by the attending physician or a licensed clinical psychologist. The ASP must submit a copy of the evaluation.

**Notice of Child Custody Proceeding for Indian Child**

The ICWA-010(A) and the ICWA-020 are assessed by the ASP, along with any other relevant information, to determine whether there is "reason to know" the child is or may be an Indian child. This determination includes an alleged father's Indian ancestry. If yes, then the completion of the ICWA-030 is required. The ICWA-030 must be sent to all tribes the child may be associated with and to the child's parents, legal guardian and/or Indian custodian.

If these forms show indication that the child is or may be an Indian child than the ASP must inform the prospective adoptive parents. If the prospective adoptive parent(s) have an attorney they may choose to either have the ASP or their attorney complete the ICWA-030. An ASP must not require the prospective adoptive parent(s) to seek counsel only to complete the ICWA-030 form. The choice of who submits the ICWA-030 will be the prospective adoptive parent(s) and not the choice of the ASP.

If the prospective adoptive parent(s) decide they will have their attorney complete and send out the ICWA-030, then the ASP must attach, to the documents required by CDSS or the delegated county adoption agency, a letter informing them of their decision and the name and phone number of their attorney who will be completing the task.

The ASP must also inform the prospective adoptive parent(s) that failure of their attorney completing this requirement will delay the adoption.

However, if CDSS or the delegated county adoption agency later is given "reason to know" the child is or may be an Indian child, the ASP will hold the responsibility to

complete and send out the ICWA-030 form unless the prospective adoptive parent(s) at that time decide they would rather have their attorney complete the form. Please review ACL 09-28 for detailed information about completing and sending out the ICWA-030.

### **ICWA Documents**

If the ICWA-030 was mailed out to all the possible tribes by the ASP, the ASP must also send to CDSS or the delegated county adoption agency copies of all responses from the tribes or the Bureau of Indian Affairs (BIA) along with all certified mail receipts and return cards.

If the ASP is not responsible for completing and sending out the ICWA-030, the ASP must inform the prospective adoptive parent(s) that their attorney must send to CDSS or the delegated county adoption agency copies of all responses from the tribes or the BIA along with all certified mail receipts and return cards, in order for the adoption to proceed.

### **Waiver of Right to Revoke Consent**

When the ASP witnesses form AD 929, they must comply with Family Code section 8814.5. The ASP's responsibility is to witness the signing of the form, not to counsel the birth parents or answer any questions regarding the nature of the waiver. If the ASP witnesses the signing of the waiver, this form, along with a copy of the attorney's statement, must be included in the documents sent to CDSS or the delegated county adoption agency. See ACL 09-35 for additional information.

### **Any request to revoke the Independent APA**

If a birth parent wishes to revoke the consent, the ASP must assist the birth parent in obtaining the return of the child. The ASP must comply with Adoptions Regulations section 35094.3 (c)(4). If the birth parent requests the return of the child, the ASP must notify CDSS or the delegated county adoption agency.

Adoption Service Providers who have registered with CDSS should be aware of all the laws and regulations that govern the duties of an ASP. If an ASP has chosen to provide these services they must be willing to provide all the services required for the Independent Adoption Program. An ASP will be removed from CDSS listing if they

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provide only partial services or if they do not comply with the duties outlined in this letter. A letter will be sent to the ASP notifying them that they have been removed from CDSS ASP listing and will no longer be able to provide services as an ASP.

If you have any questions regarding this letter, please contact the Adoptions Services Bureau, at (916) 651-8089.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Attachments



## **FREQUENTLY ASKED QUESTIONS**

**The following are frequently asked questions and the Department's responses to those questions:**

**Q: What are the requirements of translating adoptions forms and working with interpreters?**

**A:** If the current version of the form is not on CDSS website of translated forms ([http://www.cdss.ca.gov/cdssweb/FormsandPu\\_274.htm](http://www.cdss.ca.gov/cdssweb/FormsandPu_274.htm)), the ASP should contact CDSS Adoptions Service Bureau (ASB) to obtain the appropriate form in the parent's native language. If needed, CDSS will arrange for the form to be translated into the parent's native language. If the parent is signing the forms in their native language, they are not required to sign the English version of the form.

If the ASB is unable to obtain the translation of the forms in a reasonable time then the ASP must permit the parent to provide the following:

- The forms translated by a certified translator;
- The English version attached to the translated form; and
- A signed statement from the translator attesting to the accuracy of the translation.

In addition, the ASP must submit the translated forms to the ASB to determine the accuracy of the translation before using the forms. If the parent cannot provide a translator, the agency must provide a translator.

If the parent signing an adoption form cannot read any language, the ASP shall provide for the reading of all forms to the parent in a language understood by the parent. The parent may provide a reader, or if the parent cannot provide the reader, the ASP must provide the reader, as long as the following requirements are met:

- If the parent does not understand English, prior to the forms being read, they must be translated into the parent's native language;
- The person reading the translated forms must attach a signed statement attesting to the accuracy of the reading; and
- The reading of the forms to the parent must be recorded on audio or video tape.

When a parent cannot read English or cannot read any language, the translator or reader may be an employee of the agency who is not responsible for providing adoption services to the signing parent or the prospective adoptive parent(s).

**Q: Can older versions of adoption forms be used?**

**A:** No. All updated adoption forms are kept on CDSS website and should always be used. Older, outdated forms will not be accepted. The ASP has the responsibility to use the most updated forms. The link to CDSS adoption forms is <http://www.dss.cahwnet.gov/cdssweb/PG164.htm#ad>.

**Q: If a parent marked an “x” instead of initials on the Statement of Understanding, was the form completed correctly?**

**A:** No. The parent must initial each item per Adoptions Regulations section 35094.3(a)(9).

**Q: What would be considered an “exigent circumstance”?**

**A:** Exigent circumstances, as referenced in Family Code section 8801.3(b)(1), would occur only if it is likely that the placing parent could not be located or available after ten days. In general, a birth mother living with her parents, or in another stable residence, does not present exigent circumstances. A birth parent temporarily living in a motel or a car, may present exigent circumstances if there is a high probability that he or she is unlikely to remain in contact for ten days.

**Q: Can an ASP delegate the responsibilities of completing and/or sending the ICWA forms?**

**A:** No. Family Code section 8620(a)(1) is very clear in stating that the department, licensed adoption agency, or ASP, as appropriate, must ask the parent if the child is or may be a member of, or eligible for membership in, an Indian tribe. The code also requires the appropriate entity to complete the necessary forms and keep the completed forms as part of the file. Therefore, in cases where an ASP is required, the ASP is responsible for inquiring about Indian status and completing the ICWA forms.

If the ICWA-010A or ICWA-020 indicates that the child is or may be a member of, or eligible for membership in an Indian tribe then Family Code section 8620(3)(A) requires the ASP to send a notice (ICWA-030) as specified in ACL 09-28.

**Q: If an ASP completed the pre-placement evaluation under Family Code section 8811.5 for the adoptive parents may the same ASP provide the advisement under Family Code section 8801.5?**

**A:** No. See All-County Letter 07-02 for further information.

**Q: When are the documents due to CDSS or the delegated county adoption agency?**

**A:** Family Code section 8801.3(b)(4) states an ASP shall immediately forward all documentation. Therefore, an ASP should send all documentation within five working days to CDSS or the delegated county adoption agency.

**Q: Is there a limit on the fees that an ASP may charge?**

**A:** The statute does not impose a limit on the fee an ASP may charge, unless, in limited circumstances, independent counsel to the birth parent acts as the ASP. In such circumstances, the birth parent's independent counsel is limited to a fee no greater than \$500 for fulfilling the responsibilities of an ASP.

**Q: How long must an ASP maintain their adoptions case records?**

**A:** Adoption Services Providers must maintain records for a minimum of three years from the date of the finalization of the adoption as long as all original adoption records including case notes have been sent to CDSS or delegated county adoption agency. If the originals have not been sent to the appropriate agency, records are required to be maintained indefinitely.

**Q: Would you clarify how the Authorization for Use and/or Disclosure of Health Information (AD 100) form is to be completed?**

**A:** The form AD 100 names the following:

- The person about whom information may be provided;
- The person authorizing the provision of information;
- The entity that will be asked to provide the information;
- The entity to whom the information is to be given; and
- The type of information requested.

The parts of the form that deal with each of these items are discussed below.

The persons about whom the information is to be provided

The form authorizes the provision of information about the birth/legal parent or legal guardian signing the form and/or their child. If the parent/legal guardian is releasing information about themselves, then they would check the first box. If the parent/legal guardian is releasing information about themselves and their child, then they would check the first two boxes. The parent would also complete the child's name (as shown on the birth certificate) and date of birth. The parent/legal guardian

about whom information is to be provided is the parent/legal guardian who signs the form.

The person authorizing that the information be provided

This is the person who signs the form. The relationship of that person to the child is shown by completing the line that includes the words, "relationship to this child". A phrase such as "birth mother," or "legal guardian" would show this relationship.

The entity (i.e., person or organization) that will be asked to provide information

This entity is shown on the first part of the form after the words "hereby authorize". This section indicates who the form goes to and who will be providing the information. The parent/legal guardian must complete a separate AD 100 form for each individual who is being authorized to release information.

Below are the different types of authorizations that are needed by the investigating agency:

**Authorization 1** per Adoptions Regulations section 35094.3(a)(5)(A)

A form AD 100 should be completed to authorize the ASP to release information to the investigating agency. Under the words "the following types of information", the first three boxes should be checked.

**Authorization 2** per Adoptions Regulations section 35094.3(a)(5)(B)

A form AD 100 should be completed to authorize the investigating adoption agency to release information to the prospective adoptive parents. Under the words "the following types of information", the first three boxes should be checked.

**Authorization 3** per Adoptions Regulations section 35094.3(a)(5)(C)

When the child is not being placed at birth, a form AD 100 should be completed to authorize the child's physician to release information to the investigating agency. Under the words "the following types of information", the medical information and history box should be checked.

**Authorization 4** per Adoptions Regulations section 35094.3(a)(6)(A)

A form AD 100 should be completed by all birth mothers to authorize the birth mother's physician including the OB doctor to release information to the investigating agency. Under the words "the following types of information", the medical information and history box should be checked.

**Authorization 5** per Adoptions Regulations section 35094.3(a)(6)(B)

A form AD 100 should be completed by all birth mothers to authorize the hospital where the child was born to release information to the investigating agency. Under the words “the following types of information”, the medical information and history box should be checked.

***Other AD 100 Forms that may be needed:***

- Authorization from the child’s school to the investigating agency.
- Authorization from the birth parent’s/legal guardian’s therapist to the investigating agency.

The entity to whom information is to be given

The parent/legal guardian will mark either CDSS or the delegated county adoption agency that is investigating the adoption. The address of the agency must also be completed. Address for CDSS district offices and the delegated county adoption agencies may be found at the following CDSS website:

<http://www.childsworld.ca.gov/res/pdf/Docaa.pdf>

The parent/legal guardian will only mark the box “other” to indicate the prospective adoptive parent(s) names.

The type of information requested

The second page of the AD 100 form allows you to identify the type of information requested.

# INDEPENDENT ADOPTION PLACEMENT AGREEMENT TRANSMITTAL

To: \_\_\_\_\_  
INVESTIGATING PUBLIC ADOPTION AGENCY

DATE

The birth parent(s)/legal parent and prospective adoptive parent(s) identified below have completed an Independent Adoption Placement Agreement. The prospective adoptive parent(s) are expected to file a petition to adopt in a county served by your agency.

SIGNATURE OF AGENCY REPRESENTATIVE OR INDIVIDUAL ADOPTION SERVICE PROVIDER

DATE

## SECTION 1 - IDENTIFYING INFORMATION AND ADVISEMENT REPORT

### CHILD PLACED FOR ADOPTION:

NAME:	DATE OF BIRTH:	PLACE OF BIRTH:
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### BIRTH PARENT(S)/LEGAL PARENT PLACING CHILD:

Birth Mother/Legal Parent		Birth Father/Legal Parent	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
TELEPHONE NUMBER: (      )	CELL PHONE NUMBER: (      )	TELEPHONE NUMBER: (      )	CELL PHONE NUMBER: (      )
DATE ADVISED:	DATE PLACEMENT AGREEMENT SIGNED:	DATE ADVISED:	DATE PLACEMENT AGREEMENT SIGNED:

Does the birth parent(s) have an attorney? Yes  No

ATTORNEY'S NAME:	TELEPHONE NUMBER: (      )
ATTORNEY'S ADDRESS:	

**NOTE:** If the placement agreement was signed less than ten days after the advisement, the placement agreement must include a statement of the exigent circumstances which required that the agreement be signed less than ten days after the advisement occurred.

### PERSON(S) WITH WHOM CHILD PLACED:

ADOPTING PARENT NAME:	WORK TELEPHONE NUMBER: (      )	CELL PHONE NUMBER: (      )
ADOPTING PARENT NAME:	WORK TELEPHONE NUMBER: (      )	CELL PHONE NUMBER: (      )
ADDRESS:	HOME TELEPHONE NUMBER: (      )	

Does the petitioner(s) have an attorney? Yes  No

ATTORNEY'S NAME:	TELEPHONE NUMBER: (      )
ATTORNEY'S ADDRESS:	

### SECTION 2 - ADOPTION SERVICE PROVIDER:

NAME:	TELEPHONE NUMBER: (      )
ADDRESS:	

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**SECTION 2 - ADOPTION SERVICE PROVIDER: (Continued)**

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Type of Provider:

- Licensed Private California Adoption Agency.
- California LCSW/MFT registered with California Department of Social Services -  
*License Number:*\_\_\_\_\_.
- Adoption agency licensed or otherwise certified in a state other than California where the birth parent is located - *State:*\_\_\_\_\_ (*Attach a copy of agency license or certification.*)
- Clinical social worker licensed or certified in a state other than California where the birth parent is located - *State:*\_\_\_\_\_ (*Attach a copy of license or certification.*)
- Independent legal counsel for the birth parent(s) in California - *State Bar Number:*\_\_\_\_\_  
(*Attach explanation of the reason that an Adoption Service Provider was not reasonably available as defined in California Family Code Section 8502.*)
- Independent legal counsel for the birth parent(s) in a state other than California where the birth parent is located  
*State:*\_\_\_\_\_ *State Bar Number:*\_\_\_\_\_ (*Attach copy of verification of current bar membership. Attach explanation of the reason that an Adoption Service Provider was not reasonably available as defined in California Family Code Section 8502.*)

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**SECTION 3 - DOCUMENTS ATTACHED:**

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The following documents **MUST** be attached:

- Independent Adoption Placement Agreement
  - AD 924 (non-Indian)
  - AD 925 (Indian)
- Statement(s) of Understanding
  - AD 926 (non-Indian)
  - AD 927 (Indian)

*In order for the Statement of Understanding and Adoption Placement agreement to be valid, birth parent must have listed criminal history and health conditions of the adoptive parent(s).*

- Adoptions Information Act Statement (AD 908) for each parent advised
- Information About the Birth Mother (AD 67)
- Information About the Birth Father (AD 67A)
- Declaration of Mother (AD 880)
- Indian Child Inquiry (ICWA - 010 (A))
- Parental Notification of Indian Status (ICWA - 020)
- Signed Authorization(s) for Release of Information (AD 100)

**The birth parent must complete one form for each name listed:**

- Adoption Service Provider to the investigating agency
- Investigating adoption agency to the prospective adoptive parent(s)
- Doctor (including but not limited to the OB doctor, child's physician, birth mother's doctor) to the investigating adoption agency
- Hospital where the birth mother delivered the child to the investigating agency
- Other (School, Therapist, Child's {Physician})
- Background information regarding the prospective adoptive parents
- Summary of contacts with the birth parent including information from the birth parent(s) regarding the child's background, the birth parents' reasons for choosing adoption for the child, and the birth parents' attitude toward the proposed adoptive placement and any other information which the ASP believes will assist the investigating agency in its investigation of the proposed adoption.

The following documents **MUST** be attached **IF** required:

- Reports of any examinations of the birth parent's competency to sign an adoption placement agreement
  - Notice of Child Custody Proceeding for Indian Child (ICWA - 030)
  - Any tribal letter clearances, tribal confirmation of Indian child and any registered or certified mail return receipts
  - Waiver of Right to Revoke Consent (AD 929)
  - Any request to revoke the Independent Adoption Placement Agreement
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-