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|  | **Tennessee Department of Children’s Services****Private or Independent Adoption Checklist*****Interstate Compact on the Placement of Children (ICPC)*** |

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| Child's Name: |       | Date of Birth: |       |

This checklist guides Tennessee (TN) adoption agencies, child placing agencies, and attorneys when submitting a request for a home study/placement under ICPC Regulations 12. ICPC requests must be submitted via electronic mail to ***tnicpc.ei-dcs@tn.gov***.

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| **Required Documents** | **Reg. 12** | **Description** |
| [***ICPC 100A, CS-0525***](https://files.dcs.tn.gov/intranet/forms/0525.docx) | [ ]  | Signed by birth mother (unless relinquished rights to an agency or an attorney) |
| [***ICPC 100B- placing, CS-0523***](https://files.dcs.tn.gov/intranet/forms/0523.docx) | [ ]  | Signed by person submitting the packet |
| Cover Letter - (from sending child placing agent or attorney) | [ ]  | •Identify all parties involved in the proposed placement arrangement including the identity and the address of birth parent(s) and /or legal parent(s) and/or legal guardian(s) and the representative (legal or otherwise) of the birthparent(s), the child and the adoptive resource;•Address issues such as how and when the arrangements for the potential placement of the specified child became known to all parties and summarize the intended arrangements for the placement of the designated child with the designated resource;•Identify legal procedures involved in addressing the rights of the birth parent, birth parents, legal parent or legal guardian, or alleged father;•Identify the party with jurisdictional responsibility for the child, which includes authority to return the child to the sending state if the placement disrupts prior to finalization or the finalization is not achieved as prescribed;•Identify the party financially responsible for the child; • Identify the post-placement supervisory agency in the receiving state;•Identify the state where the adoption is finalized and clarify the time frame that “permanency through adoption” can be achieved;•Verify that all parties have been informed of compliance with the ICPC and the requirements thereto;•The entity or representative of the parent or birth parent or prospective adoptive parents who are assisting or making arrangements for the adoption placement on behalf of the parents or prospective parents or the child-placing agent or agency must attach verification of their current licensure to practice child-placing activities in the sending state |
| Background forms - (social\medical on both birthparents) | [ ]  | If form is completed by someone else- reporter must be identified and credentials must be attached. |
| Surrender\Termination\Consent\Relinquishment\Waiver Documents | [ ]  | Signed by appropriate parties |
| Compliance Certification: | [ ]  | Certification by a licensed attorney or authorized agent of a licensed private adoption agency or licensed independent entity that the surrender/ termination/consent/relinquishment or waiver is in compliance. |
| Custodial Status of Child | [ ]  | Legal documentation from the courts (Order of Guardianship or Partial Guardianship) |
| ICPC Compliance Statement | [ ]  | Signed by proposed adoptive parent(s) |
| ICWA Compliance Statement | [ ]  | Signed by appropriate parties |
| Documentation of the physical\medical\psychological status of the child (if applicable due to age) | [ ]  | (Infant- need the infant discharge summary) INFANT must be discharged from the hospital. |
| Certificate of Social or Legal Counseling | [ ]  | Signed by appropriate parties |
| Affidavit regarding the physical custody | [ ]  | Signed by appropriate parties |
| Affidavit of fees- (from all parties involved) | [ ]  | Signed by appropriate parties |
| At Risk Statement- (Medical & Legal) | [ ]  | Signed by proposed adoptive parent(s) |
| Home Study- must be completed within the last twelve (12) months. | [ ]  | if an older child- HS needs to be child specific. Background checks should be current |
| Post Placement supervision | [ ]  | Signed by adoption/child placing agency |
| Other Documentation (if indicated) | [ ]  |  |