## Administrative Policies and Procedures: 15.3

| Subject: | Surrender of Parental Rights of a Child to the Department of Children's Services |
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| **Authority:** | TCA 37-5-105, TCA 37-5-112; TCA 36-1-111 |
| **Standards:** | None |
| **Application:** | DCS Family Service Workers, Permanency Specialists and all Licensed Tennessee Child Placing Agencies |

| Policy Statement: |
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| When a parent chooses to surrender his/her rights of a child to DCS, the pertinent surrender form must be used. |
| **Purpose:** |
| The Department of Children's Services is responsible for maintaining all of surrender documents that meets the needs and circumstances of the surrendering parent(s) or legal guardian(s). |
| **Procedures:** |

| A. Forms | The appropriate surrender form is to be completed according to the form instructions. |
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| **B. Report status** | 1. Once the Surrender has been taken, the child's legal status is to be noted in the child's case record. |
| | 2. The child's case manager is responsible for completing information in TFACTS and providing the adoptive family with form *CS-1012, AdoptUSKids Registration*. |

**Original Effective Date: DCS 15.3, 04/01/98**
**Current Effective Date: 08/01/08**
**Supersedes: DCS 15.3, 07/01/08**
**CS-0001**

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| **Forms:** | *CS-0649, Medical/Social History For Child and Child's Family Upon Surrender or Termination of Parental Rights*<br><br>*CS-1012, AdoptUSKids Registration*<br><br>*CS-0651, Surrender of a Child To Tennessee Department of Children's Services Or A Licensed Child Placing Agency By A Parent or Guardian In Tennessee*<br><br>*CS-0652, Surrender of Child In Tennessee Directly to Adoptive Parents by a Parent Or Guardian*<br><br>*CS- 0653, Surrender of Child By Parent Or Guardian In Another State To The Tennessee Department of Children's Services or a Licensed Child  Placing Agency By a Parent or Guardian in Another State or Territory*<br><br>*CS-0846, Surrender of a Child by a Parent or Guardian Residing or Temporarily Residing In a Foreign Country to Tennessee Department of Children's Services or a Licensed Child-Placing Agency*<br><br>*CS-0847, Surrender to a Licensed Child-Placing Agency or Tennessee Department of Children's Services by an Inmate of a State or Federal Penitentiary* |

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| **Collateral Documents:** | *Continuum of Child's Needs* |

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