

Service Center

New Hampshire Circuit Court

ADOPTION - RELATED MINOR CHILD

Items listed below are needed to start this type case:

Family Division has jurisdiction to handle adoption of children in abuse and neglect cases pursuant to RSA 169-C, termination of parental rights cases pursuant to RSA 170-C, and guardianships of the person of minors. If the adoption you are considering does not arise from a case type listed above, your adoption should be filed in your local Probate Division.

- ☐ Petition for Adoption of Related Minor Child form (**NHJB-3198-FP**)
There must be a separate form filed for each child being adopted. This form is used when one or both of the petitioners are related to the minor they seek to adopt. (Relatives within the second degree include step-parents, sisters, brothers, grandparents, aunts or uncles.)
- ☐ Certified copy of the adoptee's Birth Certificate
- ☐ Confidential Report of City and Town Clerk Relative to Adoption form (**VS-37**)
- ☐ Criminal Record Release Authorization Form (**DSSP256**) (for each petitioner who is not the legal/biological parent)
- ☐ Department of Health and Human Services Record Release Authorization form (**NHJB-2171-FP**) (for each petitioner who is not the legal/biological parent)
- ☐ Information about any legal/biological parent's Surrender or Termination of Parental Rights (court name, case #).

Other items that may be needed:

- ☐ Assessment/home study conducted by agency. This may be waived if this is a step-parent adoption, or an adoption of a related child who has lived in the adoptive home for more than 3 years and whose legal/biological parents have surrendered.
- ☐ Interstate Adoption Putative Father Registry Information form (**NHJB-2190-FP**) is needed if adoptee was born out of state.
- ☐ A copy of the Death Certificate must be filed if legal/biological parent is deceased.
- ☐ Photo identification may be required.

How much will this cost?

- ☐ Filing fee of **\$150.00** for each petition filed.

What happens next?

- ☐ You will receive a Notice of Hearing in the mail when all required documents have been filed. This notice will inform you of the date, time and place of the hearing. The adoptive parents and adoptee are required to attend the hearing.
- ☐ At the final hearing, the adoptive parents will receive the Certificate of Adoption.
- ☐ When the adoption is finalized and if the parties requested a new birth certificate on the VS-37 form, the adoptive parents may contact the city or town where the child was born, NH Vital Records or the state Vital Records where the child was born to obtain a new birth certificate. Please allow 6-8 weeks before requesting the birth certificate. Information on obtaining a birth certificate is available at: Service Center Pamphlets

**Forms and Instructions are available at any NH Circuit Court
or at**

www.courts.nh.gov