INSTRUCTIONS FOR STEPPARENT ADOPTION WITH CONSENTS

CAUTION

These forms are only to be used when a stepparent is adopting a minor child with the consent of all living legal parents and consent of the minor child if over 14 years old. These forms are NOT to be used:

- **when a parent objects to or contests the adoption;**
- **when a parent is unknown or cannot be located; or**
- **when the child or one of the legal parents of the child is a member of or eligible for membership in an Indian tribe.**

These adoption forms are basic forms for simple stepparent adoptions with consent. Adoptions can be complicated and using legal forms without an attorney's help can harm your legal rights.

Courts require that persons filing adoptions follow court rules. Failure to follow court rules may prevent you from finishing your case. Self-represented persons are expected to know and follow the same rules that attorneys are required to follow.

The Clerk of the District Court cannot help you complete these forms or give you legal advice. The Clerk can provide you very limited information about the adoption process. If you have questions you should contact an attorney.

Read Instructions Completely – Please Type or Print Neatly

1. Complete a ***Civil Cover Sheet.*** This form is available in a fillable format at https://www.kansasjudicialcouncil.org/legal-forms/case-filing-cover-sheets/civil-cover-sheet.

2. Complete the ***Petition for Adoption by Stepparent with Consents***. This form is filled out by the person who wants to adopt the child (the stepparent). The Clerk of the District Court will assign a case number when the petition is filed.

3. Sign the **Petition** before a notary. Your signature is your affirmation that all of the information in the petition is accurate to the best of your knowledge.

4. Complete the ***Parent's Consent to the Adoption of Minor Child by Stepparent***, and have the parent who is giving up parental rights sign the consent in front of a judge or notary. (If the other parent is deceased, his or her consent is not required.)

5. Complete the ***Consent of Spouse to the Adoption of Minor Child by Stepparent***, and have the legal parent who is the spouse of the stepparent who wants to adopt the child sign the consent before a judge or a notary.

6. If the minor child to be adopted is over 14, complete the **Consent by Child Over 14 Years of Age to Adoption by Stepparent**, and have the child sign the consent before a judge or a notary. This consent form needs to be completed ONLY IF the child is over 14 years of age.

7. If either of the legal parents does not wish to be notified of the adoption hearing, have the parent sign an **Entry of Appearance and Waiver of Notice** before a notary.

8. Complete the **Accounting of Consideration and Disbursements**. This form is filled out and signed by the person filing the petition (stepparent). On this form you must disclose any amounts paid or requested to be paid in connection with this adoption.

9. File the **Petition**, with all **Consents attached,** the **Accounting** and any **Entries of Appearance and Waivers of Notice** with the Clerk of the District Court in the county where you reside and pay the required docket fee. (Check with the Clerk for the amount of the fee and to find out if additional copies of the documents are required).

10. Contact the Clerk of the District Court or the Administrative Assistant for the Judge to whom the case has been assigned to find out how to obtain a date and time for a hearing and the Judge's notice requirements. Then fill out and present the **Order for Hearing and for Notice** to the Clerk or Administrative Assistant as directed for the Judge's signature.

11. Complete the **Notice of Hearing on Petition for Stepparent Adoption with Consents** and send a copy by certified mail, return receipt requested, to every person directed by the Court in the **Order for Hearing and for Notice** at least 10 days before the hearing date. If the legal parents have completed and filed **Entries of Appearance and Waivers of Notice**, the Court **may** order that no further notice is required. If that happens, you will not need to send a **Notice of Hearing** to anyone.

12. Some Judges may require that you provide additional documents or information in order to adopt. You should ask the Clerk of the District Court or the Judge's Administrative Assistant whether the Judge has any specific requirements to adopt as a stepparent. Some additional requirements may include:
    a) Written proof of a valid marriage and length of marriage.
    b) A Home Study or Waiver of Home Study.

c) A Kansas Department of Children and Families Abuse and Neglect Clearance, which can be requested at the following link: http://www.dcf.ks.gov/services/PPS/Pages/Child-Abuse-and-Neglect-Central-Registry.aspx.
d) A Kansas Bureau of Investigation Background Check, which can be requested at the following link: http://www.kansas.gov/kbi/criminalhistory/.
e) A Kansas Offender Registration Act search, which will show if an individual is subject to register as an offender in Kansas and which can be conducted at the following link: https://www.kbi.ks.gov/registeredoffender/.

13. Complete the **Affidavit of Service** and attach a copy of the **Notice of Hearing** and each "green card" (return receipt card) that has been returned to you if the Court ordered you to provide notice of the adoption hearing. You may file this document with the Clerk before the final hearing or bring it with you to the final hearing.

14. Complete the **Decree of Adoption by Stepparent with Consents** and bring it with you to the final hearing.

15. Complete the **Report of Adoption** and bring it with you to the final hearing. This form is available in a fillable format at http://www.kdheks.gov/vital/adoption.html. The child's name is the name wanted after adoption. The parents' information for new birth certificate is that of the adopting stepparent and spouse that remains the legal parent after adoption. You will also need to include the information requested from the original birth certificate. The court will send the Report of Adoption to the Office of Vital Statistics. The Office of Vital Statistics will then contact you about the next step.

For Office Use Only

CIVIL COVER SHEET

The civil cover sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at www.kscourts.org.

NATURE OF SUIT (Mark only one - If the case involves more than one of the following categories, indicate the category having the highest dollar value.)

CIVIL

If a CH. 61: $ _____ (Judgment Demand Amount)

TORT
- ☐ Asbestos Product Liability
- ☐ Automobile Tort
- ☐ Intentional Tort
- ☐ Legal Malpractice
- ☐ Medical Malpractice
- ☐ Other Professional Malpractice
- ☐ Premises Liability
- ☐ Slander/Libel/Defamation
- ☐ Tobacco Product Liability
- ☐ Toxic/Other Product Liability
- ☐ Other Tort

CONTRACT
- ☐ Buyer Plaintiff
- ☐ Employment Dispute - Discrimination
- ☐ Employment Dispute - Other
- ☐ Fraud
- ☐ Landlord/Tenant - Unlawful Detainer
- ☐ Landlord/Tenant Dispute - Other
- ☐ Seller Plaintiff (debt collection)
- ☐ Other Contract

CIVIL APPEALS
- ☐ Administrative Agency
- ☐ Other Civil Appeal

REAL PROPERTY
- ☐ Eminent Domain
- ☐ Mortgage Foreclosure
- ☐ Other Real Property

MISCELLANEOUS
- ☐ 60-1507
- ☐ Habeas Corpus
- ☐ Other Writs

☐ **OTHER CIVIL**

☐ **SMALL CLAIMS**

☐ **STATE TAX WARRANT**

DOMESTIC

☐ **MARRIAGE DISSOLUTION/DIVORCE** ☐ **PROTECTION FROM ABUSE** ☐ **PROTECTION FROM STALKING** ☐ **UIFSA**

☐ **OTHER DOMESTIC RELATIONS** ☐ **NON-DIVORCE SUPPORT, CUSTODY OR VISITATION** ☐ **PATERNITY**

PROBATE/ESTATE

GUARDIAN/CONSERVATOR
- ☐ Conservatorship/Trusteeship
- ☐ Guardianship - Adult
- ☐ Guardianship - Minor
- ☐ Guardian/Conservator - Adult
- ☐ Guardian/Conservator – Minor

☐ **DETERMINATION OF DESCENT**

☐ **SEXUALLY VIOLENT PREDATOR**

☐ **DECEDENT ESTATE**

☐ **ELDER ABUSE**

☐ **OTHER PROBATE/ESTATE**

☐ **CARE AND TREATMENT**

☐ **ADOPTION**

JURY DEMAND ☐ YES (Check yes only if jury demand is included in petition or as a separate pleading)
☐ NO

SUMMONS ATTACHED: ☐ YES
☐ NO

SERVICE BY: ☐ PROCESS SERVER/ATTORNEY
☐ SHERIFF IN STATE _____ (County)
☐ SHERIFF OUT OF STATE _____ (State)

SHERIFF'S PROCESS FEE ATTACHED ☐ YES
☐ NO

PLAINTIFF/SUBJECT INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ **SEX:** _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ **DOB:** _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

DEFENDANT/OTHER PARTY INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ **SEX:** _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ **DOB:** _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

FOR DOMESTIC CASES - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER OF EACH DEPENDENT CHILD:

(Name)	(Date of Birth)	(Social Security Number)

The requirement that Social Security numbers be included on domestic cases is mandatory, and authorized by the Supreme Court and federal law. On non-domestic cases, the Social Security number is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

ADDITIONAL CIVIL PARTY INFORMATION

PLTF/SUB/DEF/OTHER PTY INFORMATION
(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION
(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION
(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION
(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION

(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION

(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION

(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

PLTF/SUB/DEF/OTHER PTY INFORMATION

(CIRCLE ONE) (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

_____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

_____

ATTORNEYS

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

_____

_____

_____

_____

_____

<u>FOR DOMESTIC CASES</u> - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER OF EACH DEPENDENT CHILD:

(Name)	(Date of Birth)	(Social Security Number)

The requirement that Social Security numbers be included on domestic cases is mandatory, and authorized by the Supreme Court and federal law. On non-domestic cases, the Social Security number is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Adoption of
_____,
a minor child
Pursuant to K.S.A. Chapter 59

Case No. _____

PETITION FOR ADOPTION BY STEPPARENT WITH CONSENTS

I, _____, ask the court to allow me to adopt _____, who is a minor child. To support my request, I state that:

1. I am a resident of _____ county, Kansas, and my address is: _____.
2. The child to be adopted is _____, who was born at _____, during the year _____.
3. I married _____, a legal parent of the minor child, on _____.
4. I am suitable to become the parent of the child because:

5. The child has lived at these places during the last five years:
_____
_____
_____
_____.

6. The names and present addresses of persons the child has lived with in the last five years are: _____

_____

_____

_____.

7. I am aware of, or have participated in, other cases involving custody, parenting time, or visitation with this child: ☐ Yes ☐ No.

If yes, list the Court, case number and date for each case here:

_____

_____

_____.

8. Check "Yes" if you are aware of any of the following proceedings involving this child because those proceedings could affect this adoption case:

☐ Yes ☐ No: Proceedings related to domestic violence, including enforcement;

☐ Yes ☐ No: Protective orders;

☐ Yes ☐ No: Termination of parental rights;

☐ Yes ☐ No: Other adoption proceedings.

For any “yes” indicated above, list the Court, case number and nature of the proceeding here:

_____

_____

_____.

9. The name and address of any other person who is not a party to this case but who has physical custody or claims legal custody, physical custody or

visitation rights to the child is listed here:

_____

_____

_____ .

10. The legal parents that are living are:

Name: _____

Year of Birth: _____

Address: _____

Name: _____

Year of Birth: _____

Address: _____

11. The following legal parents are deceased:

Name:_____

Date of Death:_____

12. The Indian Child Welfare Act does not apply as neither the child nor the parents are members of a federally recognized Indian tribe, or eligible for membership in a federally recognized Indian tribe.

13. The consents required by K.S.A. 59-2129 are attached to this petition.

14. If applicable, the child's name should be changed to: _____.

Petitioner requests that the Court grant the requested adoption, declare the petitioner to be a lawful parent of the child, direct the preparation of a new birth certificate, and issue any other orders necessary to complete this adoption.

_____
Petitioner, Pro Se

Name (print): _____

Address: _____

_____

City, State, Zip: _____

Phone #: _____

[Fax #]: _____

[Email address]: _____

VERIFICATION

STATE OF KANSAS)
)
COUNTY OF _____)

I swear or affirm that I am the Petitioner in this action; I have read and signed the above Petition for Adoption by Stepparent with Consents, know its contents, and verify the statements and allegations contained in it are true.

_____
Petitioner

SIGNED AND SWORN to (or affirmed) before me this _____ day of _____, 20____.

_____
(Signature of notarial officer)

(SEAL, if any)

_____
Title (and rank)

My Appointment Expires: _____

PARENT'S CONSENT TO THE ADOPTION OF MINOR CHILD BY STEPPARENT

NOTICE TO PARENT OR LEGAL GUARDIAN:

This is an important legal document and by signing it, you are permanently giving up all custody and other parental rights to the child named in this consent. You are agreeing to the child's adoption. If you are ordered to pay child support for the child, you may be required to file a separate motion in the case with the child support orders to stop and terminate the child support orders. You are to receive a copy of this document.

I, _____, state that I am a legal parent of _____, who was born in the year of _____ at _____. I am currently residing in _____, and am a legal adult over the age of eighteen (18).

I understand that a Petition will be filed seeking the adoption of this child by his/her stepparent, _____, and that the petitioner's spouse, _____, who is also a legal parent of the child, has voluntarily consented to the adoption requested by the Petition.

I freely and voluntarily, without being pressured or forced or paid money, consent to the adoption of _____ by _____.

I understand that by signing this consent, I do give up all custody and other parental rights I have to the child. I understand that this consent is final when signed unless I allege and prove by clear and convincing evidence, prior to the final decree of adoption, that my consent was not freely and voluntarily given.

To the best of my knowledge, neither the child nor I am a member of or eligible for membership in an Indian tribe recognized by federal law.

I have read and understand this document and freely and voluntarily sign it.

_____

Signature of Parent of Child to be Adopted

ACKNOWLEDGMENT BEFORE JUDGE OF DISTRICT COURT

STATE OF KANSAS)
)
COUNTY OF _____)

I, _____, Judge of _____(name and location of court), certify that _____, known to me to be the same person whose name is signed on this consent, appeared before me this day in person and acknowledged that she/he signed this consent as her/his free and voluntary act, for the specified purpose.

I have fully explained that by signing this consent she/he is permanently giving up all parental rights to the child and she/he has stated that such is her/his intention and desire.

Dated: _____, at _____:_____ a.m. / p.m.

_____
Judge of the District Court

ACKNOWLEDGMENT BEFORE NOTARIAL OFFICER

STATE OF _____)
)
COUNTY OF _____)

This consent was acknowledged before me on _____(date) at _____(time) by _____ (name of person).

_____
(Signature of notarial officer)

(SEAL, if any)

_____
Title (and rank)

My Appointment Expires: _____.

CONSENT OF SPOUSE TO THE ADOPTION OF MINOR CHILD BY STEPPARENT

I, _____, state that I am a legal parent of _____, who was born in the year of _____ at _____. I am currently a resident of_____, and am a legal adult over the age of eighteen (18).

I understand that a Petition will be filed seeking the adoption of this child by my spouse, _____, who is the child's stepparent. The child's legal parent, _____, has voluntarily consented to the adoption requested by the Petition.

To the best of my knowledge, neither the child nor I am a member of or eligible for membership in an Indian tribe recognized by federal law.

I do freely and voluntarily consent to the adoption of my child by petitioner as her/his own, and understand that the child will remain my child and become the adopted child of the petitioner.

I have read and understand this document and freely and voluntarily sign it.

_____
Signature of Spouse of Petitioner

ACKNOWLEDGMENT BEFORE JUDGE OF DISTRICT COURT

STATE OF _____)
)
COUNTY OF _____)

I, _____, Judge of _____ (name and location of court), certify that _____, known to me to be the same person whose name is signed on this consent, appeared before me this day in

person and acknowledged that she/he signed this consent as her/his free and voluntary act, for the specified purpose.

I have fully explained that by signing this consent she/he is agreeing to the child being adopted by his/her spouse and she/he has stated that such is her/his intention and desire.

Dated: _____, at _____:_____ p.m.

_____
Judge of the District Court

ACKNOWLEDGMENT BEFORE NOTARIAL OFFICER

STATE OF _____)
)
COUNTY OF _____)

This consent was acknowledged before me on _____(date) at _____(time) by _____ (name of person).

_____
(Signature of notarial officer)

(SEAL, if any)

_____
Title (and rank)

My Appointment Expires: _____.

CONSENT BY CHILD OVER 14 YEARS OF AGE TO ADOPTION BY STEPPARENT

NOTICE TO CHILD BEING ADOPTED:

This is an important legal document and by signing it, you agree to your adoption by your stepparent. You are to receive a copy of this document.

I, _____, am the child who is proposed to be adopted, and I am over 14 years of age.

I understand that my stepparent will file a Petition asking to adopt me. I understand that my free and voluntary consent is necessary for this legal adoption to occur.

I do freely and voluntarily consent to my stepparent adopting me, without being pressured or forced or paid money to consent. I understand that this consent is final when signed unless I allege and prove by clear and convincing evidence, prior to the final decree of adoption, that my consent was not freely and voluntarily given.

I have read and understand this document, and I freely and voluntarily sign it.

Date: _____ _____

Signature of Child to be Adopted

ACKNOWLEDGMENT BEFORE JUDGE OF DISTRICT COURT

STATE OF KANSAS)
)
COUNTY OF _____)

I, _____, Judge of _____(name and location of court), certify that _____, known to me to be the same person whose name is signed on this consent, appeared before me this day in person

and acknowledged that she/he signed this consent as her/his free and voluntary act, for the specified purpose.

I have fully explained that by signing this consent the child is agreeing to her/his adoption by her/his stepparent, and she/he has stated that such is her/his intention and desire.

Dated: _____, at _____:_____ p.m.

_____
Judge of the District Court

ACKNOWLEDGMENT BEFORE NOTARIAL OFFICER

STATE OF _____)
)
COUNTY OF _____)

This consent was acknowledged before me on _____(date) at _____(time) by _____ (name of person).

_____
(Signature of notarial officer)

(SEAL, if any)

_____
Title (and rank)

My Appointment Expires: _____.

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Adoption of:

_____, Case No. _____
a minor child.
Pursuant to K.S.A. Chapter 59

ENTRY OF APPEARANCE AND WAIVER OF NOTICE

I, _____, legal parent of _____, enter my appearance in the above-captioned case, waive any further notice and agree that the stepparent adoption may be filed in this county and finalized immediately.

DATE: _____

_____
(Signature)
Name (print): _____
Address: _____
_____
City, State, Zip: _____
Phone #: _____
[Fax #]: _____
[Email address]: _____

STATE OF KANSAS)
COUNTY OF _____)

This entry of appearance and waiver of notice was acknowledged before me on the _____ day of _____, 20___ by _____ (name of legal parent).

_____
(Signature of notarial officer)

(SEAL, if any)

_____
(Title and rank)

My appointment expires: _____

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Adoption of:

_____,
a minor child. Case No. _____
Pursuant to K.S.A. Chapter 59

ACCOUNTING OF CONSIDERATION AND DISBURSEMENTS
STEPPARENT ADOPTION WITH CONSENTS

I, _____, have paid or will pay the following amounts in connection with this adoption:

1. Legal fees in the amount of $_____ to _____ for _____.
2. Actual and necessary expenses in connection with the adoption proceeding in the amount of $_____ to _____ for _____ and/or court costs in the amount of $_____.

I am aware of no other amounts paid or to be paid in connection with this adoption.

_____ _____
Date Petitioner, Pro Se

Name (print): _____

Address: _____

_____

City, State, Zip: _____

Phone #: _____

[Fax #]: _____

[Email address]: _____

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Adoption of:

_____,
a minor child.
Pursuant to K.S.A. Chapter 59

Case No. _____

ORDER FOR HEARING AND FOR NOTICE

A petition for stepparent adoption has been received by the Court and filed in this case. A hearing will be held on the _____ day of _____, _____, at _____ a.m. / p.m. at _____.

☐ The Court orders that no notice of hearing is required because the legal parents in this action have entered an appearance and waived notice of hearing.

OR

☐ The Court orders that the petitioner give notice of hearing to the following legal parents and others in this action, and to all attorneys of record, if any, by certified mail, return receipt requested, not later than ten days prior to the hearing date, and that the return receipts be filed with the Clerk of the District Court:

_____

_____

_____

[Insert name and mailing address of each legal parent and any other person to whom the Court orders that notice be given.]

IT IS SO ORDERED.

_____ _____

Date Judge of the District Court

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Adoption of:

_____,
a minor child.
Pursuant to K.S.A. Chapter 59

Case No. _____

NOTICE OF HEARING ON PETITION FOR STEPPARENT ADOPTION WITH CONSENTS

A petition for stepparent adoption has been filed by _____ (name of Petitioner), requesting to adopt _____ (name of child). You are required to file your written defenses to the Petition on or before _____ (date of hearing) at _____ p.m. (time of hearing) in the District Court of _____ County, Kansas, at _____ (address), at which time and place the cause will be heard. Should you fail to file your written defenses, judgment and decree will be entered at this hearing.

Date: _____

_____
(Signature of Petitioner, Pro Se)
Name (print): _____
Address: _____
_____
City, State, Zip: _____
Phone #: _____
[Fax #]: _____
[Email address]: _____

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Adoption of
_____,
a minor child
Pursuant to K.S.A. Chapter 59

Case No. _____

AFFIDAVIT OF SERVICE

I certify under penalty of perjury under the laws of the state of Kansas that I served the attached Notice of Hearing on Petition for Stepparent Adoption with Consents on ☐ _____ (name of legal mother) and/or ☐ _____ (name of legal father) and/ or ☐ _____ (name of any other person to whom the Court ordered that notice be given) and all attorneys of record, if any, by certified mail on the ____ day of _____, 20___, at the time and place listed on the attached return receipt card.

(When you receive the signed "green card" back from the other party, attach it here and file this form with the Clerk of the District Court prior to hearing.)

☐ Check here if service by certified mail was refused. If refused, I certify that I sent a true copy of the Notice of Hearing on Petition for Stepparent Adoption with Consents by first class mail to ☐ _____ (name of legal mother) at the following address: _____ and/or ☐ _____ (name of legal

father) at the following address: _____ and/ or ☐ (name of any other person to whom the Court ordered that notice be given) at the following address: _____ on the _____ day of _____, 20___ and such first class mailing has not been returned as undelivered for any reason.

_____
Petitioner, Pro Se

Name (print): _____

Address: _____

_____

City, State, Zip: _____

Phone #: _____

[Fax #]: _____

[Email address]: _____

IN THE DISTRICT COURT OF _____, COUNTY, KANSAS

In the Matter of the Adoption of:

_____, Case No. _____
a minor child.
Pursuant to K.S.A. Chapter 59

DECREE OF ADOPTION BY STEPPARENT WITH CONSENTS

On _____, 20 ____, this case comes on for hearing on the Petition for Adoption by Stepparent with Consents.

Petitioner appears in person as a self-represented litigant. The following also appear in person: _____.

From review of the file and testimony, the Court finds:

1. ☐ Notice of time and place of the hearing has been given to _____.

☐ Valid entries of appearance and waivers of notice have been entered by _____.

2. The allegations in the Petition for Adoption are true, this Court has jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act, and the Indian Child Welfare Act, 25 U.S.C. 1901 et seq., is not applicable to this proceeding.

3. The child, _____ was born during the year _____. _____ is the child's legal parent and spouse of

Petitioner and currently resides in _____ County, State of Kansas. _____ is the child's other legal parent.

4. The spouse of Petitioner and legal parent of the child has filed written consent to the adoption of the child by Petitioner. The Court approves this written consent.

5. ☐ The other legal parent, _____, has filed a consent to the adoption of minor child by Petitioner, and the Court approves this consent.

OR

☐ The other legal parent, _____, is deceased, so his/her consent is not required.

6. ☐ The consent of the child is not required.

OR

☐ The consent of the child has been obtained and is approved by the Court.

7. An adoption assessment is not required.

8. The Petitioner is of good moral character and reputation in the community and is capable of continuing the care, management, control, and education of the minor child; the Petitioner can provide adequate financial support of the minor child; it is in the best interest of the child to be adopted by the Petitioner; and a Decree of Adoption should be entered.

9. The name of the child should be changed to_____.

IT IS HEREBY ORDERED, ADJUDGED AND DECREED THAT:

1. The adoption of the child named in the Petition is granted;
2. The parental rights of _____are terminated;
3. The name of the child is changed to _____;

4. The State Registrar of Vital Statistics shall prepare a new birth registration in accordance with the Report of Adoption; and
5. The Petitioner shall mail a certified copy of this Decree of Adoption to each person who signed a written consent for this case at their last known address, as well as any agency and court collecting or enforcing child support for the child.

IT IS SO ORDERED.

_____
Judge of the District Court

Prepared by:

_____
Petitioner, Pro Se

Name (print): _____
Address: _____

_____
City, State, Zip: _____
Phone #: _____
[Fax #]: _____
[Email address]: _____

Report of Adoption

FORM VS-220 Revised 03-2016

INFORMATION FOR AMENDED BIRTH RECORD FOLLOWING ADOPTION

CHILD

1. CHILD'S NAME AFTER ADOPTION (First, Middle, Last)

DO THE PARENTS WISH TO ENROLL THE CHILD IN THE IMMUNIZATION REGISTRY? ☐ YES ☐ NO

PARENTS INFORMATION FOR NEW BIRTH CERTIFICATE

2. MOTHER'S/PARENT I PRESENT NAME (First, Middle, Last)

2a. SEX

2b. LAST NAME PRIOR TO FIRST MARRIAGE

2C. BIRTH DATE (MM/DD/YYYY)

2d. BIRTH PLACE (State)

2e. RACE

2f. SOCIAL SECURITY NUMBER

2g. RESIDENCE - At the time of the child's birth: (Street and number, City, County, State, Zip)

Inside City Limits? ☐ YES ☐ NO

3. CURRENT MAILING ADDRESS OF PARENT(S): (Street and number, City, County, State, Zip)

Inside City Limits? ☐ YES ☐ NO

4. FATHER'S/PARENT II NAME (First, Middle, Last)

4a. SEX

4b. LAST NAME PRIOR TO FIRST MARRIAGE

4c. BIRTH DATE (MM/DD/YYYY)

4d. BIRTH PLACE (State)

4e. RACE

4f. SOCIAL SECURITY NUMBER

5. Was the child born in a foreign country? ☐ YES ☐ NO (go to 5b)

5a. Was the child born to U.S. Citizens? ☐ YES ☐ NO

5b. Did adoption occur in a foreign country? ☐ YES ☐ NO (go to 6)

5c. Are adopting parent's Kansas residents? ☐ YES ☐ NO

6. TYPE OF ADOPTION (select one)

☐ STEP-PARENT ADOPTION ☐ TRADITIONAL ADOPTION ☐ SINGLE-PARENT ADOPTION

ATTORNEY

7. NAME OF ATTORNEY:

7a. EMAIL ADDRESS

7b. MAILING ADDRESS OF ATTORNEY: (Street and number, City, State, Zip)

7c. TELEPHONE NUMBER + AREA CODE

INFORMATION FROM ORIGINAL BIRTH CERTIFICATE

8. CHILD'S NAME AT BIRTH (First, Middle, Last)

8a. CHILD'S BIRTH DATE (MM/DD/YYYY)

8b. CHILD'S SEX ☐ MALE ☐ FEMALE

8c. BIRTH CERTIFICATE NUMBER (if known)

9. CHILD'S BIRTH PLACE: (City, County/Province, State/Country)

10. MOTHER'S/PARENT I NAME PRIOR TO FIRST MARRIAGE (First, Middle, Last)

11. FATHER'S/PARENT II NAME (First, Middle, Last)

CERTIFICATION OF DISTRICT COURT

I hereby certify that the child identified above was adopted by the above named parent(s) on the

_____ day of _____, _____ in the District Court of _____ County, KS.
(day) (month) (year) (county)

_____ Case Number

_____ Signature of District Court Judge

_____ Date

(Place court seal here)

REQUIRED

Kansas Department of Health and Environment
Bureau of Epidemiology and Public Health Informatics
Office of Vital Statistics
1000 SW Jackson Street, Suite 120
Topeka, Kansas 66612-2221
785-296-1436

INSTRUCTIONS

Please enter the information requested for each item. This is a permanent record. All information must be typed.

Kansas District Courts are required by state statute (KSA 59-2104) to report adoptions to the Office of Vital Statistics. If the child being adopted was born outside the state of Kansas, the report of adoption will be forwarded to the appropriate state vital statistics office by the Kansas Office of Vital Statistics.

This Report of Adoption and the original Certificate of Live Birth will be sealed and will be opened only by court order or by written request of the adopted person, if of legal age, as directed by KSA 65-2423.

KSA 65-2423 also authorizes, upon request, the registration of birth certificates in the state of Kansas for children born in foreign countries that are not United States citizens born abroad, but adopted by residents of Kansas or adopted in Kansas.

When a Report of Adoption is received, the Office of Vital Statistics contacts the attorney, or adoptive parents, to obtain one or both parents' signatures on the supplemental birth certificate. At that time, we also request the filing fee to prepare and file the new birth record.

If this adoption is a step-parent adoption, natural parent information will be taken from the original birth certificate on file with the Office of Vital Statistics.

If any items are unknown, they may be left blank. However, information in items 8 through 10 is needed to locate the original certificate.

You may obtain copies of the new certificate by paying the current certified copy fee.

For information on fees, please visit our website at http://www.kdheks.gov/vital/amend_record_fees.html or call (785) 296-1436.