



THE ADOPTION PROCESS - IN STATE

1. You will receive a packet of materials including descriptions of all programs the agency offers and an application form. You may wish to attend an information meeting or set up an appointment to meet with a counselor to discuss your options and/or have specific questions answered.
2. When the following materials have been returned, you will be contacted by the Placement Supervisor:
 - Application fee
 - Completed application
 - Current photo of family
 - Copy of marriage certificate
 - Directions to your home
 - Most recent tax return
3. Upon acceptance of your application, a letter of welcome, the fee agreement, medical forms (to be completed by your doctor), autobiographical questionnaires, proof of pet vaccinations, fingerprint forms (to be sent to the Colorado Bureau of Investigation) and a BIU-CDHS (child abuse registry) clearance form will be sent to you.
4. When you have completed and returned your autobiographies, signed fee agreement, disclosure statement and payment for the family assessment, a worker will be assigned to you and the agency will send out reference questionnaires to the individuals listed in your application. Concurrently, you will need to be working on completing the other required documentation.
5. Your worker will meet with you a minimum of four times: three times as a couple and once with each of you in an individual interview. If you are a single applicant, your worker will meet with you a minimum of three times. Whether applying as a couple or a single applicant, one of the visits must take place in your home.
6. When the family assessment is complete and your file has been reviewed, a "Second Opinion Visit" will be scheduled with the Placement Supervisor and a decision to approve you as an adoptive family may be made. If approved, you will receive a letter of approval. The first half of the birth parent counseling fee and the first half of the crisis intervention fee is due at this time. Upon receipt of these fees, you will be added to the pool of prospective families who are waiting for placement. You should plan to have your birth parent letters written at this time, with the expectation that your video will be completed within 2 months of going into the pool.

