



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Social Services

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
LISA TUCKER CAULEY • Division Director, Human Services

August 29, 2024

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

DEAR EXECUTIVE DIRECTORS OF LICENSED CHILD PLACING AGENCIES

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS,
SUPERVISORS, AND SOCIAL WORKERS**

SUBJECT: ADOPTION RESOURCES AND REMINDERS

PURPOSE/BACKGROUND: TO ENSURE PLACEMENT STABILITY AND SUCCESSFUL TRANSITIONS

REQUIRED ACTION: Information Only Time Sensitive Immediate

North Carolina Division of Social Services (NCDSS) continues to work with local Department of Social Services, stakeholders, and partnering agencies, to improve outcomes and services to children, youth, and families across the state. NCDSS is sharing the information below to assist in ensuring timely and efficient responses to an array of requests.

Amended Birth Certificates Upon Finalization: Please encourage adoptive families to follow the adoptions application process on the Vital Records website ([NCDHHS: DPH: NC Vital Records: Adoptions Process and Forms](#)) to avoid processing delays. There is a different process for amended birth certificates for adoptions. Please note that the adoption application and processing fee may be mailed as soon as the family has completed the process with the Clerk of Superior Court. Upon receipt of the Report to Vital Records, the Office of Vital Records staff will match the family's adoption application to the case and process within 2 weeks.

Confidential Intermediary Requests: An email has been established for confidential intermediary requests. This will ensure all requests are addressed in a timely manner for families. Families should email requests to cirequests@dhhs.nc.gov.

Affidavits: Please submit requests for search of the paternity database to the following email: adoptionservices@dhhs.nc.gov. Request for the paternity search affidavit must be submitted on letterhead. Submitting via email will assist in streamlining the processing of affidavits.

Unfavorable Preplacement Assessments: Per statute 48-3-308, all unfavorable preplacement assessments should be filed with the Division. Unfavorable Preplacement Assessments should be submitted to the following email: adoptionservices@dhhs.nc.gov.

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LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603
MAILING ADDRESS: 2409 Mail Service Center, Raleigh, NC 27699-2409
www.ncdhhs.gov • TEL: 919-527-6390 • FAX: 919-733-3052

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Adoption and related questions can be directed to the State Adoption Manager, Mary Mackins at mary.mackins@dhhs.nc.gov or (919) 527-6287.

Sincerely,



Adrian W. Daye, MSW

Deputy Director for Child Welfare Practice

Division of Social Services, Child Welfare

North Carolina Department of Health and Human Services

Cc: Lisa Tucker Cauley, Division Director, Human Services, Child, Family, and Adult, Regional Support
Donna Fayko, Interim Deputy Director for Child Welfare Operations
Peter West, Section Chief for County Operations
Kathy Stone, Section Chief for Safety and Prevention Services
Kimaree Sanders, Section Chief for Regulatory and Licensing
Heather McAllister, Section Chief for Child and Family Services

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