



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES  
CHILD WELFARE SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
SR. DIRECTOR OF SOCIAL SERVICES  
AND COUNTY OPERATIONS

MARCH 15, 2017

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**DEAR EXECUTIVE DIRECTORS OF ADOPTION AGENCIES**

**ATTENTION: CHILD WELFARE STAFF**

**SUBJECT: FORM REVISIONS FOR ADOPTION RELATED FORMS**

This letter is to inform county child welfare agencies and private agency partners of the ongoing initiative to update and streamline all adoption forms based on legislative requirements and feedback from stakeholders. In March 2015, all necessary adoption forms were amended to comply with the federal court's decision declaring unconstitutional any state law that operates to deny same-sex couples the right to marry. Since that time, considerable and welcomed feedback has been provided to streamline and clarify some of those initial changes.

Changes to the adoption forms primarily consisted of language and formatting edits to improve clarity. The DSS-1802 and 1804 also included changes based on Session Law 2015-54 that required a consenting or relinquishing parent or guardian indicate their current address if any, and if none, their current mailing address.

The DSS-1820, 1821, 5225, and 5303 are forms specific to the NC Kids program. They have been updated to provide clarity and consistency in the information gathered to effectively recruit adoptive homes for waiting children and youth, as well as to more effectively match adoptive families with waiting children and youth. Please note that the DSS-5303 Request for NC Kids Registration Exemption now provides a section for closing an NC Kids case. Please use this section of the DSS-5303 for all NC Kids cases requiring closure.

The following adoption forms have been revised and are now available on the web:

DSS-1802 Consent to Adoption by Parent, Guardian ad Litem, or Guardian  
DSS-1804 Relinquishment of Minor for Adoption  
DSS-1808 Report on Proposed Adoption  
DSS-1808ins Instructions for Completing Form DSS-1808  
DSS-1814 Decree of Adoption  
DSS-1815 Report to Vital Records  
DSS-1816 Dismissal of Adoption  
DSS-1820 NC Kids Child Registration Form  
DSS-1821 NC Kids Family Registration Form

WWW.NCDHHS.GOV

TEL 919-527-6340 • FAX 919-715-6714

LOCATION: 820 S. BOYLAN AVE. • MCBRYDE BUILDING • RALEIGH, NC 27603

MAILING ADDRESS: 2406 MAIL SERVICE CENTER • RALEIGH, NC 27699-2406

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

DSS-5031 Application for Confidential Intermediary Services  
DSS-5145 State of North Carolina Application for Reimbursement of Non-Recurring Adoption Costs  
DSS-5165 Consent to Adult Adoption by Spouse of Petitioner  
DSS-5166 Decree of Adult Adoption  
DSS-5167 Report to Vital Records for Adult Adoption  
DSS-5170 Report to Vital Records for Stepparent Adoption  
DSS-5225 Request for NC KIDS Legal Risk Search  
DSS-5246 Information Sharing Acknowledgement  
DSS-5303 Request for NC Kids Registration Exemption

Spanish versions of the aforementioned adoption forms are pending.

If you have any questions regarding the forms revision process please contact Jamie Bazemore via:  
(919) 527-6371 or [jamie.bazemore@dhhs.nc.gov](mailto:jamie.bazemore@dhhs.nc.gov).

Sincerely,

A handwritten signature in blue ink that reads "Kevin Kelley". The signature is written in a cursive style with a large initial "K".

Kevin Kelley, Section Chief  
Child Welfare Services