



North Carolina Department of Health and Human Services  
Division of Social Services

Pat McCrory  
Governor

Aldona Z. Wos, M.D.  
Ambassador (Ret.)  
Secretary DHHS

Wayne E. Black  
Division Director

**MARCH 1, 2015**

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES  
DEAR EXECUTIVE DIRECTOR OF PRIVATE CHILD PLACING AGENCY - ADOPTION**

**ATTENTION: CHILD WELFARE STAFF PERFORMING ADOPTION ACTIONS**

**SUBJECT: ADOPTION FORMS REVISED FOR GENDER NEUTRALITY FOLLOWING THE FEDERAL COURT RULING IN GENERAL SYNOD OF THE UNITED CHURCH OF CHRIST V. COOPER**

This letter is to inform county child welfare agencies of the ongoing initiative to update and streamline all adoption processes following the U.S. District Court for the Western District of North Carolina declaring unconstitutional any state law that operates to deny same-sex couples the right to marry. Since that decision, the N.C. Division of Social Services has been reviewing and addressing the legal implications of the court's ruling, including the potential impacts on adoptions. All necessary adoption forms have been amended to be in line with the federal court's decision. They are now available for public use. The Division of Social Services and the Office of Vital Records are currently working to streamline our IT and communications process in order to efficiently process all adoptions and issue amended birth certificates post adoption.

Changes to the adoption forms primarily consisted of language and formatting edits to improve clarity and provide gender neutrality. The DSS-1800, 1804, and 1814 also included changes in statutory citations. In the case of the DSS-1808, an additional field was also added regarding adoption dissolutions and disruptions to better inform data availability in this area. The following adoption forms have been revised and are now, or soon will be, available on the website: <http://info.dhhs.state.nc.us/olm/forms/forms.aspx?dc=dss>

DSS-1800 Petition for Adoption of a Minor Child.  
DSS-1801 Agency's Consent to Adoption  
DSS-1802 Consent to Adoption by Parent, Guardian ad Litem, or Guardian  
DSS-1803 Consent of Child for Adoption  
DSS-1804 Relinquishment of Minor for Adoption  
DSS-1805 Revocation of Relinquishment for Adoption by Parent or Guardian  
DSS-1806 Revocation of Consent to Adoption by Parent, Guardian AD Litem, or Guardian  
DSS-1807 Order for Report on Proposed Adoption  
DSS-1808 Report on Proposed Adoption  
DSS-1809 Affidavit of Parentage  
DSS-1811 Medical Examination as Part of the Report to the Court  
DSS-1814 Decree of Adoption  
DSS-1815 Report to Vital Records  
DSS-5012 Adoption Assistance Eligibility Checklist

Child Welfare Services

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.ncdhhs.gov/dss](http://www.ncdhhs.gov/dss)

Tel 919-527-6335 • Fax 919-334-1018

Location: McBryde Bldg. • 820 S. Boylan Street • Raleigh, NC 27603

Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401

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DSS-5013 North Carolina Adoption Assistance Agreement  
DSS-5031 Application for Confidential Intermediary Services  
DSS-5102 NC DSS Non-Identifying Background Information  
DSS-5103 Adoption Health History  
DSS-5146 State of North Carolina Agreement for Reimbursement of Non-Recurring Adoption Costs  
DSS-5162 Petition for Adoption of a Minor Child (Stepparent)  
DSS-5163 Petition for Adult Adoption  
DSS-5164 Consent to Adoption by Adult Adoptee  
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-5169 Consent of Child for Adoption (Stepparent Adoption)  
DSS-5189 Consent to Adoption by Parent who is Spouse of Stepparent  
DSS-5190 Consent to Adoption by Parent who is not the Spouse of Stepparent  
DSS-5191 Disclosure of Fees and Expenses  
DSS-5212 Supplemental Adoption Assistance Agreement  
DSS-5218 Consent to Release of Identifying Information  
DSS-5219 Certificate of Delivery of Preplacement Assessment  
DSS-5225 Request for NC KIDS Legal Risk Search

In an effort to provide clarity and consistent information in regards to Stepparent Adoption and the issuance of a correctly amended birth certificate following a Stepparent Adoption, a new Report to Vital Records has been issued specifically for Stepparent Adoptions.

NEW ADOPTION FORM: DSS-5170 Report to Vital Records (Stepparent Adoption)

Spanish versions of the aforementioned adoption forms are pending.

If you have any questions regarding the forms revision process or the adoption process following the federal court's decision regarding same sex marriage, please contact Jamie Bazemore at (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

CC: Jack Rogers  
Child Welfare Services Team Leaders

CWS-03-2015