

Petitioner's Packet



Adoption

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PETITIONER'S ADOPTION GUIDE

This guide is for informational purposes only and the accuracy of this information is not guaranteed. This information is not legal advice and is not a substitute for legal advice. Court Clerks cannot give you legal advice.

Adoption creates a legal, parent-child relationship that gives the child a permanent home. Under Puyallup Tribal law, all adoptions are "open adoptions" unless there is a "showing of good cause or best interest of the child." P.T.C. § 7.04.1030. An open adoption allows the child to know, and potentially maintain a relationship with, his or her biological parents.

1. Who can file a petition for adoption?

The person who files the petition to adopt a child is called the "petitioner." The petitioner is anyone who wants to adopt the child. If the petitioners are a married couple, the petition must be submitted jointly by both spouses unless one spouse is the biological parent of the child. If one spouse is the biological parent, only the non-biological parent must submit the petition.

2. Do I need to file separate petitions if I am trying to adopt more than one child?

Maybe. If all of the children have the same mother and father, then you can file one petition and use the supplemental petition forms. A separate petition is required for each child who has one or more different parents.

3. How do I file a petition for adoption?

STEP 1: Read this guide carefully

Read this guide, and the petition, carefully in its entirety before completing the petition.

STEP 2: Gather Documentation/Information

Locate any documents with dates and details that will help you complete the petition for adoption. Personal information about the child including legal custody information and the child's assets are required. You will also need specific information regarding the child's parents.

STEP 3: Complete the Petition

It is important to complete the petition with as much detail as possible so the judge has enough information to conduct a preliminary hearing. Do not leave any sections blank unless directed to do so. If you do not know the answer to a question, you must make efforts to find the answer. If you have tried to find the information and still do not know, you must state in the petition that the information is unknown and explain why it is unknown. Accurately providing all the requested information will help prevent unnecessary delays in the process.

If, for genuine safety reasons, you are requesting your address to be confidential, then you must make this request to the Court while also providing your mailing address to the Court for service purposes. It is recommended that you file a Statement of Address form with this request and also leave your address blank on the petition to assist in ensuring that your address remains confidential.

STEP 3.1: Complete the supplemental petition form

Only use the supplemental petition form if you are filing one petition for siblings who have the same mother and father. The petition allows you to provide information for one child and you must use the supplemental petition form to provide information about each additional child. Once complete, attach the supplemental petition form to your petition for filing. These forms can be obtained from the Court Clerk.

STEP 4: Complete the Service Form

It is important to complete the personal service form included in this packet so the Court can locate and serve the parent(s) if necessary. The case might not be able to move forward until the parent(s) are given copies of these documents. Providing as much information as accurately as possible will prevent delays in this process.

STEP 5: File the Petition

To file the complaint/petition with the Court, submit the complaint/petition, any supplemental documents, and pay the filing fee to the Court, located at 1451 East 31st St. Tacoma, WA 98404, during business hours (Monday through Friday 8:00 a.m. – 5:00 p.m., closed for holidays).

Step 5.1: Submit to the Court Clerk

- Completed & signed petition
- Completed & signed personal service form
- Statement of Address
- Any supplemental documents

Step 5.2: Pay the filing fee to the Court Clerk

- Pay the \$20 filing fee or
- File a motion to request a fee waiver (if applicable)

Step 5.3: Receive from the Court Clerk

- Your receipt or a copy of the order waiving filing fees
- A file-stamped copy of your filings

4. What happens after I file the petition?

After a petition is filed, the Court will set a hearing date. If the adoption petition is filed at the same time as a petition to terminate parental rights, Petitioner may receive only one hearing date. Once the hearing is set, the Court Clerk will provide Petitioner with a notice and summons to come to Court for a hearing as well as a copy of the petition.

The Court will also request that the Puyallup Tribal Children's Services prepare a Home Study and Report on the minor child(ren). This report will help inform the judge of the situation and is required by Puyallup law.

5. What happens at the preliminary hearing?

You must show up at the hearing. The hearing is private and closed, so only those individuals with a legitimate interest in being at the hearing will be present. The judge will hear from the parties and based on the circumstances will make a decision on how to proceed. If a petition to terminate parental rights is filed with the adoption petition, both petitions may be considered at this preliminary hearing.

6. What happens after the hearing?

What happens after the hearing depends on what the judge orders. Therefore, it is important to read any order issued by the judge and understand its contents because it will outline the next step in the process.

7. What happens if the adoption is granted?

Adoptions are not final until 6 months after an adoption decree (court order) is signed by the judge. After 6 months, the adoption is final and Puyallup law requires that an official copy of the final adoption decree be given to the Puyallup Tribe of Indians Enrollment Department, the Bureau of Indian Affairs, and the Bureau of Vital Statistics for Washington State.

Once the adoption decree is signed by the judge, the adoptive parent(s) will have 3 months to fill out a Washington State Application for Adoption Registration form and submit the form and the fee(s) to the Court. Washington charges a \$15 fee to register the adoption, and \$20 to obtain a birth certificate. The Court Clerk will forward this information to the Bureau of Vital Statistics for Washington State.

**IN THE COURTS OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re:

_____ *Full Name(s) of minor child(ren) or vulnerable Tribal adult*

_____ *DOB(s) of minor child(ren) or vulnerable Tribal adult*

=====

_____,
_____,
Plaintiff(s)/Petitioner(s),

v.

_____,
_____,
Defendant(s)/Respondent(s).

Case No. _____

**ADDRESS AUTHORIZATION FOR
SERVICE BY:**

FIRST CLASS MAIL

EMAIL

OTHER: _____

YOU MUST COMPLETE THIS FORM IF YOU ARE A PARTY TO THIS CASE

My name is _____, and I am a party to this case.

I authorize to accept service by all parties and the court of all future pleadings, papers, and court orders for this case to the following address:

FIRST CLASS MAIL:

EMAIL: _____

OTHER: _____

(Optional) I also authorize to accept legal papers at the following:

Case No. _____

Address Authorization for Service

Page 1 of 2

I understand that it is my responsibility to inform this Court and the other party if my address changes while this case remains open. I must also provide the other party with a copy of a Notice of Address Change and file this with this Court.

Party Signature

Date

/s/

Print Name – Party Electronic Signature

Attorney/Advocate Bar No. (if applicable)

Co-Party Signature (if any)

Date

/s/

Print Name – Party Electronic Signature

Attorney/Advocate Bar No. (if applicable)

**IN THE CHILDREN'S COURT OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re the adoption of:

_____ ,

DOB(s): _____
Minor(s).

=====

_____ ,

_____ ,
Petitioner(s).

Case No. _____

**PETITION TO
ADOPT A MINOR**

COMES NOW, _____, petitioner(s) and prospective parent(s) of the above named minor(s), and requests the Court to enter an adoption decree based upon the following information. Petitioner(s) submits this information based on the best information and belief of Petitioner(s).

Part I – Petitioner Information

1. There is only one petitioner.
 Petitioners are married to each other.
 Petitioners are not married to each other.
 Other: _____

2. Petitioner 1 (if there is only one petitioner, leave the section for Petitioner 2 blank)
 - a) Full Name: _____
 Relationship to the minor: _____
 Birth Date: _____
 Phone: _____
 Physical Address: _____
 Mailing Address: Same as Physical Address

My address is confidential. I may be served at the Court Clerk's office.

- b) Enrolled member of the Puyallup Tribe.
 Eligible for membership in the Puyallup Tribe.
 Enrolled member of the _____ Tribe.
 Eligible for membership in the _____ Tribe.
 Considered Indian by the community.
 Other _____.

- c) Have you ever been investigated for, or convicted of, child abuse or neglect? Yes No

Petitioner 2

- a) Full Name: _____
Relationship to the minor: _____
Birth Date: _____
Phone: _____
Physical Address: _____
Mailing Address: Same as Physical Address

My address is confidential. I may be served at the Court Clerk's office.

- b) Enrolled member of the Puyallup Tribe.
 Eligible for membership in the Puyallup Tribe.
 Enrolled member of the _____ Tribe.
 Eligible for membership in the _____ Tribe.
 Considered Indian by the community.
 Other _____.

- c) Have you ever been investigated for, or convicted of, child abuse or neglect? Yes No

Part II – Basis for the Court's Jurisdiction

Jurisdiction of the Children's Court to adjudicate this matter is proper under Puyallup Tribal Code (P.T.C) § 7.04.040 because the minor(s) is/are under the age of 18 and is/are:

enrolled member of the Puyallup Tribe or eligible for membership in the Puyallup Tribe.

- Indian as defined in PTC § 7.04.030 and reside or is/are domiciled within the exterior boundaries of the Puyallup Indian Reservation.
- the child of enrolled member(s) of the Puyallup Tribe or other Indians, as defined in P.T.C. § 7.04.030, including adopted child(ren), and reside or is domiciled within the exterior boundaries of the Puyallup Indian Reservation.
- The child resides or is domiciled within the exterior boundaries of the Puyallup Indian Reservation, for whatever reason, in the home of an enrolled member of the Puyallup Tribe or other Indians, as defined in P.T.C. § 7.04.030, and the parent(s), guardian(s), or custodian(s) has/have consented to the Court's jurisdiction.

Part III – Information Regarding the Proposed Adoption(s)

1. Petitioner(s) understands that all adoptions are considered “open adoptions” so that the minor is not permanently deprived of “connections to, or knowledge of, the child’s natural family.” P.T.C. § 7.04.1030.
- Petitioner believes, and can show, there is good cause for the adoption not to be an “open adoption.”
- Petitioner believes, and can show, it is in the best interest of the child for the adoption not to be an “open adoption.”
2. Please list the name and address of any person or agency who must consent to this adoption pursuant to P.T.C. § 7.04.1040.
 - No person or agency is required to consent to the adoption.
 - The following person(s) or agency is required to consent to the adoption:

| Name | Address |
|------|---------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Part IV – Information Regarding the Minor’s Mother

1. Mother’s Name: _____

Birth Date: _____

Address: _____

Phone: _____

2. Enrolled member of the Puyallup Tribe.
 Eligible for membership in the Puyallup Tribe.
 Enrolled member of the _____ Tribe.
 Eligible for membership in the _____ Tribe.
 Considered Indian by the community.
 Other _____.
3. Mother is deceased.
 Mother's rights have been terminated by order of the _____ Court.
 A certified copy of the termination order is attached.
 A certified copy of the termination is not attached because _____.
 Mother has voluntarily relinquished her parental rights. (*Please explain and attach documentation*) _____

 Mother wishes to voluntarily relinquish her parental rights.
 Mother has been declared incompetent. (*Please explain and attach documentation*)

 Other: _____

Part V – Information Regarding the Minor’s Father

1. Father's Name: _____

Birth Date: _____

Address: _____

Phone: _____

2. Enrolled member of the Puyallup Tribe.
 Eligible for membership in the Puyallup Tribe.
 Enrolled member of the _____ Tribe.
 Eligible for membership in the _____ Tribe.
 Considered Indian by the community.
 Other _____.
3. Father is listed on the birth certificate.
 Father has signed a voluntary paternity acknowledgement.
 Paternity has been established through genetic and/or blood testing.
 Paternity has been established through adjudication.
4. Father is deceased.
 Father's rights have been terminated by order of the _____ Court.
 A certified copy of the termination order is attached.
 A certified copy of the termination is not attached because _____.
 Father has voluntarily relinquished his parental rights. (*Please explain and attach documentation*) _____

 Father wishes to voluntarily relinquish his parental rights.
 Father has been declared incompetent. (*Please explain and attach documentation*)

 Other: _____

Part VI – Minor’s Information

1. There is only one minor and this minor is the proposed adoptee.
 There are _____ minors, all of whom are proposed adoptees. **All minors have the same mother and father.** The required information for one minor is below. The required information for each individual minor is provided on the attached supplemental form(s), which is/are incorporated by reference.
2. Minor’s Full Name: _____
Minor's sex: _____
Birth Date: _____

Place of birth: _____

Place of residence: _____

Minor resides with petitioner, whose address is confidential.

3. Enrolled member of the Puyallup Tribe.
 Eligible for membership in the Puyallup Tribe.
 Enrolled member of the _____ Tribe.
 Eligible for membership in the _____ Tribe.
 Considered Indian by the community.
 Other _____.

4. The individual(s), or agency, with legal physical custody of the minor is/are:

Name(s): _____

Address: _____

This address is confidential.

Proof of custody is:

attached.

not attached because _____.

- The individual(s) or agency with *temporary* legal physical custody of the minor is/are:

Name(s): _____

Address: _____

This address is confidential.

Proof of temporary custody is:

attached.

not attached because _____.

5. Petitioner(s) does not seek a name change for the minor in conjunction with this petition.

- Petitioner(s) requests the Court to change the minor's full legal name. The minor's current full, legal name is (*as it appears on the minor's birth certificate or subsequent court order changing the child's name*):

Petitioner(s) would like the minor's name to be (*please print legibly*):

6. The minor has no assets.
 A full description of assets the minor owns, possesses, or has a legal interest in, and a statement of value are as follows:

| Asset | Value |
|-------------------------------------|-------|
| <input type="checkbox"/> Per Capita | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

(Signature follows on next page)

**** DO NOT SIGN UNTIL DIRECTED TO DO SO BY THE NOTARY PUBLIC ****

I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Party Signature

Attorney/Advocate Bar No. (if applicable)

/s/

Print Name – Party Electronic Signature

Date

Signed and sworn to before me on _____, by _____.

Date

Affiant

Notary _____
Signature

Notary Public in and for the
State of: _____

County of: _____

My commission expires: _____

Affix stamp or seal

Co-Party Signature (if any)

Attorney/Advocate Bar No. (if applicable)

/s/

Print Name – Party Electronic Signature

Date

Signed and sworn to before me on _____, by _____.

Date

Affiant

Notary _____
Signature

Notary Public in and for the
State of: _____

County of: _____

My commission expires: _____

Affix stamp or seal

**IN THE COURT OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re:

Name(s) of Minor Child(ren) or Vulnerable Tribal Adult

DOB(s)

Plaintiff(s)/Petitioner(s),

v.

Defendant(s)/Respondent(s).

Case No. PUY-CV-_____

**REQUEST FOR COURT CLERK TO
EFFECT SERVICE OF PROCESS BY
CERTIFIED MAIL**

NOTICE TO PLAINTIFF(S)/PETITIONER(S)

1. Plaintiff(s)/Petitioner(s) may use this form when: (1) you are filing a new or amended civil complaint/petition with this Court and (2) you want the Court Clerk to effect service of process on the other party(ies) by certified mail/return receipt.
2. Note: The Court Clerk cannot complete service of process by personal service on your behalf; personal service on the other party(ies) is your responsibility to arrange to be accomplished in accordance with Puyallup Tribal Civil Procedures Code § 4.08.100(a).
3. For the Court Clerk to fulfill your request, you must provide the name and mailing address of the other party(ies) where the certified mail will be directed. If you do not or cannot provide a mailing address for the other party(ies) at the time of filing, then the Court Clerk must reject your request.
4. COVID-19 Delays Service: In light of the COVID-19 pandemic, the Court has found that service of process by certified mail/return receipt may take sixty days or more to be accomplished. As a result, the Court must schedule hearings at least sixty days out to fulfill your request.

COMES NOW, Plaintiff(s)/Petitioner(s) and requests the Clerk of the Court to effect service of process on Defendant(s)/Respondent(s) by certified mail, return receipt requested, in accordance with Puyallup Tribal Civil Procedures Code § 4.08.100(b).

The Defendant(s)/Respondent(s) last known mailing address(es) is(are):

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

Name: _____
Address: _____

**IF THE CERTIFIED MAIL IS RETURNED AS “UNDELIVERABLE,” “UNCLAIMED,”
OR FOR OTHER REASONS, THE COURT CLERK WILL NOT ATTEMPT
REDELIVERY (EXCEPT DUE TO TYPOGRAPHICAL ERROR) UNLESS A NEW
REQUEST FORM IS FILED WITH AN UPDATED MAILING ADDRESS.**

I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Party Signature

Date

/s/

Print Name – Party Electronic Signature

Attorney/Advocate Bar No. (if applicable)

Co-Party Signature (if any)

Date

/s/

Print Name – Party Electronic Signature

Attorney/Advocate Bar No. (if applicable)

Instructions for Adoption Registration Form

Carefully read these instructions before completing and submitting the Adoption Registration Form. The Center for Health Statistics registers and maintains birth records for adoptees born in Washington state and adoptees born outside the United States and adopted in Washington. Chapter 26.33 RCW regulates adoption in Washington, and RCW 70.58A.400 outlines adoption registration requirements.

Checklist for submitting the Adoption Registration Form:

- Complete all fields on the adoption registration form.
- Nonrefundable \$15* adoption registration fee.
- A *certified* copy of the **adoption decree** from a Washington state court or **adoption report** if the adoption went through a different state or U.S. territory court.
 - The decree must include the following information:
 1. Adoptee's full name on birth certificate before this adoption.
 2. Adoptee's full name after this adoption.
 3. Adoptee's date of birth **and** place of birth.
 4. Full name of each petitioner.
 5. Petitioner(s) marital status – married couple, stepparent, domestic partnership, or single parent.

Items to include if purchasing a certified birth certificate:

- Nonrefundable fee of \$25* for each certified copy of the amended birth certificate.
- Copy of the requestor's identification. Note, the requestor can be the adoptee, adoptive parents, or the attorney listed on the adoption decree or report of adoption.
- Complete all fields on the [birth certificate order form](#), including requestor's signature and date.
 - Use the adoptee's new names and adoptive parents' names that will be listed on the new birth certificate.

Send all order forms, documents, and payment* to:

Attn: Adoptions
Center for Health Statistics
PO Box 9709
Olympia, WA 98507

What form of payment* is accepted?

We accept checks or money orders for requests mailed to DOH. Make sure your check or money order is made payable to DOH.

*You can combine all payments submitted at the same time in one check or money order.

What address do I put on the order form?

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name (Ex. John Doe C/O Jane Doe, 101 Israel Rd SE, Tumwater, WA 98501). If filling in the form by hand, please print clearly to avoid delay in processing.

Important note: no refunds will be given if we cannot register the adoption, a record could not be located, or the documentation you provided did not prove your eligibility to receive a birth certificate.

Helpful tip: To confirm DOH received your order over the phone, we need:

- For Checks: Check number, date cashed (check with your banking institution before calling DOH), and name on the check.
- For Money Orders: Money order number and date cashed (call the number provided on your money order receipt).

For more information about vital records, please visit our website at <https://www.doh.wa.gov/vitalrecords>.

Application for Adoption Registration

Complete in ink

Center for Health Statistics
PO Box 9709
Olympia, WA 98507-9709
360-236-4300
Adoptions@doh.wa.gov
Fee: \$15 processing fee

For Official Use Only

Sealed File #: _____

State File #: _____

| Child – Original Birth Certificate Information | | | |
|---|--|--|---|
| Child's First Name | | Child's Date of Birth MM / DD / YYYY | |
| Middle Name | | City of Birth | |
| Last Name | | State of Birth (Country, if born outside the U.S.) | |
| Name of Hospital or Location where child was born | | Sex <input type="checkbox"/> Female <input type="checkbox"/> Male | |
| Mother/Parent Name | | | |
| First Name | Full Middle Name | Birth/Maiden Last Name | |
| Father/Parent Name, if known | | | |
| First Name | Full Middle Name | Birth/Maiden Last Name | |
| Child's Name After Adoption | | | |
| Child's New First Name | Child's New Middle Name | Child's New Last Name | |
| Adoptive Parent(s) | | | |
| This information is required to create a new birth certificate, even if one parent is the birth parent | | | |
| Preferred Parent Label: <input type="checkbox"/> Mother/Father <input type="checkbox"/> Parent/Parent | | | |
| Mother's/Parent's name on their own birth certificate | | | |
| First Name | Full Middle Name | Birth/Maiden Last Name | |
| Mother/Parent Date of Birth MM / DD / YYYY | | State of Birth (Country, if born outside the United States) | |
| Father/Parent Name | | | |
| First Name | Full Middle Name | Birth/Maiden Last Name | |
| Father/Parent Date of Birth MM / DD / YYYY | | State of Birth (Country, if born outside the United States) | |
| Legal Information | | | |
| <input type="checkbox"/> Stepparent | <input type="checkbox"/> Single Parent | <input type="checkbox"/> Married Couple | <input type="checkbox"/> Domestic Partnership |
| Attorney's Name (First/Middle/Last) | | Attorney's Phone Number () | |
| Attorney's Street Address | | Attorney's Email address | |
| City | State | Zip | |
| Final Date of Decree MM / DD / YYYY | County of Decree | Case Number | |
| Mailing Address | | | |
| Send Certified Copy of New Birth Certificate to: | | Current Parent(s) Mailing Address: | |
| Name | | Name | |
| Address | | Address | |
| City, State, Zip | | City, State, Zip | |