

SUPERIOR COURT OF THE STATE OF ARIZONA

Pima County Juvenile Court *Adoptions & Guardianship Program*

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The Pima County Juvenile Court Adoptions Program is a low-cost option for adoptions. We provide paperwork to families that will enable them to make their child legally free for adoption. Once the child is legally free, our program assists with the adoption process.

STEP 1 – MAKE THE CHILD LEGALLY FREE FROM THE BIRTHPARENT(S)

The following documents prove that a child is legally free from the birthparent and eligible for adoption (only one document from this list is required for each birthparent):

- Birthparent(s) signed and notarized CONSENT TO PLACE A CHILD FOR ADOPTION
- OR
- Severance Hearing Minute Entry (this shows the termination of the birthparent(s) rights.)
- OR
- Putative Father Registry Certificate of NO FILE FOUND
- OR
- Death Certificate for birthparent(s)

Consent: If you are able to locate the birthparent(s) and they are willing to sign a notarized consent, go to STEP 2

Severance: If you are unable to obtain a Consent For Adoption (and you **do not** qualify for the Putative Father Registry) then you must complete a severance. Severance is a legal term which means ending or terminating the birthparent(s) rights. You can pick up a Severance Packet at the Pima County Juvenile Court Center Clerk of the Court's Office at 2225 E. Ajo Way.

- There is no charge for the packet but there may be publication costs.
- It takes approximately three months to complete a severance.
- The PCJCC Adoptions Program cannot assist you with the severance. Most families are able to complete the severance on their own; however, if you prefer you can seek legal help with your severance and there are many family law attorneys in the community that can offer assistance. The charges for legal representation vary.

Putative Father Registry: If the child was born in Arizona, **AND** if the birthfather is not listed on the birth certificate, **AND** if paternity has not been established (i.e., child support or application for public assistance) then a check of the Putative Father Registry is sufficient to continue with adoption proceedings (as long as the result is 'No File Found'). This is completed by our office for a five dollar fee.

STEP 2 – START THE ADOPTION PROCESS

When you have obtained the above-listed documents that prove the child is legally free for adoption, please contact our office at **520-724-2920** to request the Adoption Application Packet. Once your packet has been submitted and verified that it has been filled out completely, it takes approximately three months to complete the adoption. Thank you for choosing the PCJCC Adoptions Program - We look forward to working with your family during this important time!

CORE VALUES

Justice for All - Community Safety - Accountability - Competency Development
Staff Development and Participation – Pursuit of Excellence – Collaboration with Stakeholders

CONSENT TO PLACE A CHILD FOR ADOPTION and WAIVER OF NOTICE AND APPEARANCE

I, _____, born on _____, am the _____ of
(Parent's Full Name) (Date of Birth) (Relationship)

_____, born on _____, in _____.
(Child's Full Name) (Date of Birth) (City, State, Country)

I am signing this consent to give my permission for _____ to adopt the above
named child. (Full Name of Prospective Adoptive Parent/s)

I understand that my parental rights will be terminated based upon the grounds of this consent to adoption. (A.R.S. § 8-533(B)(7)).

I further understand that I no longer will have any legal rights, privileges, duties and obligations, including the right to custody and the right to visit the child. The only exceptions are that my obligations to pay support and the child's right to inheritance will continue until the child's adoption is final.

At the time the child's adoption is final, the adoptive family will have the same legal rights, privileges, duties and obligations as if the child had been born to them, and all my rights and obligations, including my obligations to pay support and the child's right to inheritance, will be completely ended. (A.R.S. § 8-117)

I am signing this consent freely and voluntarily and not as a result of any fraud, duress or undue influence (*force or trickery*). I understand that once this consent is signed, I cannot revoke (cancel or withdraw) it unless it was obtained by fraud, duress or undue influence. (A.R.S. § 8-106)

I have been advised of the provisions of A.R.S. § 8-106 (E) and **give my permission** **withhold my permission** for this child to obtain identifying information about me and his/herself upon reaching age 18. I understand that my decision to grant or withhold this permission may be changed at any time by filing a notarized statement with the court and this agency.

I voluntarily give up my rights to all notices and appearances to any and all hearings or proceedings in connection with the dependency, severance, and adoption of the above-named child.

I understand that this means I will NOT be notified on any such hearings or proceedings, and that my attendance will NOT be required OR expected. I understand that these hearings and proceedings will take place without my presence, and that the result of the hearings and proceedings most likely will be that ALL my rights to the child, including the right to custody, care, control and visitation will be completely ended.

Dated this _____ day of _____, 20____, at _____ .m.
(DAY) (MONTH) (TIME)

Parent's Signature: _____

Parent's Address: _____

Street Address City State Zip

Signed before me on _____, 20____ at _____
(DATE) (TIME)

My commission expires:

_____ Notary Public: _____

Street Address: _____

City, State, ZIP: _____

REQUEST BY BIRTH OR LEGAL PARENT TO BE NOTIFIED WHEN THE ADOPTION IS FINAL

- **If you have been ordered to pay child support** for the child(ren) being adopted, **it is your responsibility** to contact your Child Support Division or the court to have the Support Order ended when the adoption is final.
- **Even if you are not currently paying child support but were ordered to pay**, you must contact your Child Support Division or the court to have the Support Order ended when the adoption is finalized.
- **If you do not contact** your Child Support Division or the court, the payroll deduction, garnishment or tax refund intercept for child support will continue to be assessed against you.

Arrears payments remain your responsibility even if the Support Order is ended.

If you would like to be notified when the adoption is finalized so that you can contact your Child Support Division, please complete the following information:

CHILD(REN) TO BE ADOPTED: _____

ADOPTIVE PARENT(S) NAME(S): _____

YOUR NAME (please print): _____

YOUR MAILING ADDRESS: _____

YOU MUST INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE IN ORDER TO BE NOTIFIED THAT THE ADOPTION HAS BEEN FINALIZED