

INSTRUCTIONS FOR OBTAINING A FOREIGN  
RE-ADOPTION IN SPOKANE COUNTY

**Checklist of Steps to complete:**

\_\_\_ 1. Fill out the following documents completely and sign. Print clearly in black ink or type. Once complete and signed make one copy of all documents.

- Petition for Adoption
- Acknowledgment of Receipt of Complete Medical/Social Report
- Declaration Regarding Adoption Fees and Costs
- Petitioner's Sworn Statement
- Motion Declaration and Order Directing Filing of Post-Placement
- Findings of Fact and Conclusions of Law
- Decree of Adoption

\_\_\_ 2. Make one copy of the following documents

- Pre-Placement report (Homestudy)
- Foreign adoption documents (provide both in the foreign language and the English translation). Usually consists of the Adoption Registration Certificate, the Notarial Certificate of Birth, Certificate of Abandonment, and the Notarial Certificate.
- Post Placement report (must be no more than one year old, or it must be supplemented)

\_\_\_ 3. Bring the originals of all documents listed in #1 and #2 above to the Family Law Center, room 200 of the Spokane County Superior Court for review and approval by a Court Commissioner. This review may take up to 7 days. Provide your telephone number and address.

\_\_\_ 4. After delivering your documents for review by a Court Commissioner, you will need to obtain the Adoption Data Card and Application for Adoption Registration from the Clerk's website at [www.spokanecounty.org/Clerk](http://www.spokanecounty.org/Clerk). These forms are necessary to get a Washington Birth Certificate. There is a fee to get a certified copy of the Birth Certificate from the Department of Health. You should ask the adoption clerk what the fee is when you are getting the forms. You will need a check made out to DOH for the amount. You will bring in all the

forms at the time of your finalization hearing. The Clerk will supply a certified copy of your Decree for mailing only.

\_\_\_\_5. You will receive a phone call or letter that your documents are approved and to come to the Family Law Center, room 200 and pick our documents up. When you come in to pick up your documents you can schedule your hearing date with a Judge of your choosing or speak with the Civil Court Coordinator about which Judge may be available. Once you get your hearing date, take the originals and one copy to the Clerk's Office, room 300 to the Cashier's window (on the right when you enter). Pay the filing fee (cash only) and file the original of all documents **except** the Motion, Declaration and Order Directing Filing of Post-Placement Report, Finding of Fact and Conclusions of Law and Decree of Adoption. These three documents need to be signed by the Judicial Officer at the time of the final adoption hearing.

Enter the case number on the front page of each copy of all of your documents.

\_\_\_\_6. On the day and time set for your hearing bring the remaining three original documents, Motion, Declaration and Order Directing Filing of Post-Placement Report, Findings of Fact and Conclusions of Law and Decree of Adoption. You will need to also bring one copy of Order Directing Filing of Post-Placement Report and Findings of Fact and Conclusions of Law with you to stamp when you are done with the hearing. You do NOT have to have a copy of the Decree of Adoption with you. You will need to get at least one certified copy of the Decree of Adoption.

Go to the Clerk's office and ask to have your file pulled and taken to the appropriate courtroom. You will need your case number that you got when you filed. Go to the courtroom and take your three original documents up to the Courtroom Clerk and let him/her know that you are there for your adoption hearing.

\_\_\_\_7. Once your hearing is completed and the Judicial Officer has signed the originals your re-adoption is completed. You will need at least one, and preferably two certified copies of the Decree of Adoption. The Courtroom Clerk will walk your Decree of Adoption down to the Clerk's Office for you. You need to pay for the certified copy(s). The Clerk's charge \$5.00

for the first page and \$1.00 for each additional page of the document. At this time you will take the copy you have of the Order Directing Filing Post-Placement Report and Findings of Fact and Conclusions of Law and stamp the Judicial Officer's name and the date on your copies.

\_\_\_\_8. Give your completed Adoption Data Card and Application for Adoption Registration forms along with your check to the Clerk at the counter and explain that they need to be given to the Adoption Clerk.