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## *Document Checklist for Filing an Adoption in West Virginia*

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- Civil Case Information Sheet
- Summons
- Petition to Adopt
- Order filing Adoption Petition and Setting Hearing
- Notice of Adoption Proceeding
- Child's birth certificate
- Consent of biological parent(s)-if applicable
- Guardianship or Custody Orders-if applicable
- Death certificate of parent(s)-if applicable (or other proof of death)
- Any other supporting evidence referenced in the Adoption Petition
- State of West Virginia Certificate of Adoption
  - If child was born in a state other than WV, contact the Vital Statistic's Office for the state in which the child was born to find out what document(s) are necessary to change the child's birth certificate.
- Certificate of Service
- Fee Waiver (for qualifying petitioners)