

# Virginia L. Frank

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## ICPC DOCUMENTATION REQUIREMENTS COLORADO AS RECEIVING STATE

The following documentation must be included in an ICPC packet for a child coming to Colorado from another state (Colorado as "Receiving State"):

1. Cover letter signed by the person requesting approval identifying the child, birth parent(s), prospective adoptive parents, a statement as to how the match was made, name of intermediary, if any, and the name and address of the supervising agency, listing enclosed documents and outline plan for relinquishment/termination of parental rights.
  - **Signed statement from both adoptive parents that they have been apprised of and are willing and able to accept any unmatched conditions of the child**
2. ICPC Form 100A (Interstate Compact Placement Request) properly completed and signed by the sending entity and by the Interstate Compact administrator in the sending State.
3. Relinquishment Counseling Report (if birth parent counseling is required by sending state).
  - **Affidavit of Relinquishment Counseling**
  - **Narrative Report of Relinquishment Counseling**
4. A Final Order of Relinquishment or Termination of Parental Rights from a court in the Sending State OR  
A valid, Voluntary Consent or Surrender given in the sending state according to the laws of the sending state. There must be an order, consent or surrender for the birth mother and all possible birth fathers. If this is not possible, write a statement explaining the procedures that will be used to terminate all birth parents' rights and that rights will be terminated according to the laws of the sending state (Regulation 12 compliance).

**Relinquishment/Termination order/petition for birth mother**

**OR**

- 1. Petition for Expedited Relinquishment signed/dated ALONG WITH**
  - 2. BP Affidavit for Expedited Relinquishment AND Relinquishment Interrogatory**
  - 3. Relinquishment / Termination order/petition for birth father**
- OR**
- 4. Petition for Expedited Relinquishment signed/dated ALONG WITH BP Affidavit for Expedited Relinquishment AND Relinquishment Interrogatory for each alleged and presumed birth father if possible**

5. If you do not have final orders, please include a copy of the sending state's regulations regarding relinquishment/termination of parental rights and a letter explaining the process of relinquishment/termination in the sending state and at what point the birthparents' loss of rights will be final and irrevocable.
6. If you do not have final, irrevocable orders, consents or surrenders for all possible birth parents, you will need a statement of Legal Risk signed by both adoptive parents. The statement should include the acknowledgement by the adoptive parents that the legal rights of one or both of the birth parents have not been irrevocably relinquished/terminated and that, should either or both parents decide to exercise their rights, the child may need to be returned to the sending entity.
7. Copy of the document (signed by the birth mother) that is used to transfer physical custody of the child from the birth mother to an agency, attorney or to the adoptive family. This document should clearly convey the intent of the birth mother to release her child for the ultimate purpose of adoptive placement.
  - **Agency Care or Cradle Care Agreement signed by birth mother**
8. Placement agreement between Adoptive parents and entity with custody of child. Placement agreement must include acknowledgement that custodial entity is placing child with adoptive parents for the purpose of adoption and they are granting said adoptive parent's permission to obtain medical care and are responsible for providing for the child's financial, medical, emotional, social, and physical well being. This agreement must be signed by the adoptive parents and the entity with custody of the child.
  - **POA for adoptive parents to seek medical care? Insurance review may be required.**

9. Social/Medical History form from both birth parents. If not available for a birth father, the reason should be documented. There must be documentation for any history of drug/alcohol usage of the birth mother including any use during pregnancy, what was used, and frequency/amount used.
10. Evidence of compliance with Indian Child Welfare Act (ICWA), including a statement regarding the Native American heritage of both birth parents. If either parent does have Indian heritage, we need documentation of efforts to contact the tribe.
11. Hospital medical records on the child, including basic delivery and health info. In most cases, a Newborn Birth Summary and Newborn Discharge Summary from the hospital will be sufficient. If there are any medical problems or a risk of drug, alcohol or infectious disease exposure, the records should be more complete.
  - **Birth Mother discharge records (some states require this)**
12. Family assessment and background check results of the adoptive family. Family assessment must be the SAFE format and meeting Colorado home study requirements. The Colorado agency should provide the sending entity with the family assessment to be included in the ICPC packet.
  - Post Placement Agreement needed from Adoption Counselor/Adoption Agency**
  - CBI/FBI/A&N Registry/ TRAILS needed**
13. Itemized list of all monies paid to *all* attorneys, agencies, and birth parents, including a statement that no money was paid for locating the child. The Colorado agency should provide the sending entity with a statement of fees charged by the agency to be included in the ICPC packet.
  - **Itemized list of all fees to atty's/agencies/birth parents**
  - **Licenses for attorneys, social workers, adoption agencies, and all other professionals involved within the adoption.**
14. Names of all attorneys that are involved in the case, both in Colorado and in your state. If an attorney has been retained in Colorado, the Colorado agency should send the sending entity the name and address to be included in the ICPC packet.
15. The sending state may have additional requirements. If you are not familiar with those requirements, please check with the state's Interstate Compact administrator.

16. **There is a \$170.00 processing fee for Colorado private agency cases.** The sending entity and Colorado agency should coordinate to arrange for payment of that fee. Please make check payable to: Lutheran Family Services.

Make four copies of the completed packet. Keep one (1) for your file and send or deliver three (3) sets of documents with the 100A to the sending state's Interstate Compact administrator.

**Please remember, the sending agency or individual is responsible for opening and closing the ICPC and for updating the case's status by completing form 100B.**

1. Following placement, complete the "Initial Placement" section of ICPC 100B (Interstate Compact Report on Child's Placement Status). Sign and date the form and send three (3) copies to the Interstate Compact administrator.
2. After finalization of the adoption, complete the "Initial Placement" and "Compact Termination" sections of a new 100B, sign and date the form and send three (3) copies of the form and the Final Decree of Adoption to the Interstate Compact administrator.
3. If any other changes in the placement occur (e.g. family moves, placement disrupts), they will need to be reported to the Interstate Compact administrator on Form 100B.

**-Fed Ex Overnight mail to adoption agency for processing.. NICE email system should be up and running after August, 2018.**

Please call or email Danna Gladen at (303)-446-7783 or [Danna.Gladen@lfsrm.org](mailto:Danna.Gladen@lfsrm.org) if you have any questions. Thank you!