

## **APPLICATION FOR CERTIFICATION FOR ADOPTION INSTRUCTIONS**

### **In order to be certified for adoption in Yavapai County, State of Arizona:**

1. Fill out and submit an Adoption cover sheet and an Application for Certification to the office of the Clerk of Superior Court:

**In Prescott:** Juvenile Justice Center – 1100 Prescott Lakes Parkway, Room 3-100, Prescott, Arizona 86301.

**In Camp Verde:** Yavapai County Superior Court, 2840 N. Commonwealth Drive, Camp Verde, Arizona 86322

2. A social study must be conducted pursuant to ARS § 8-112. A list of investigators is available in our offices for your convenience. You must contact an investigator and make arrangements for assignment and payment for the social study. Once arrangements and payment have been made with the investigator, you will then submit the Order Directing Social Study to the court for signature. When completed, the investigator will submit to the court the social study report for the court's consideration. (Note: If you are applying through an agency, they may conduct the social study for you.)
3. You will need to submit a completed fingerprint card, with a \$22.00 money order or cashier's check for EACH applicant, made payable to: D.P.S., to be transmitted by the Clerk's office to the Arizona Department of Public Safety, for a criminal history check.

**NOTE:** The Clerk's offices in Prescott and Camp Verde will provide blank fingerprint cards to the applicants. The cards must be taken to the Sheriff's office, 255 East Gurley Street, Prescott, Arizona or the Jail in Camp Verde, Arizona at 2830 N. Commonwealth Drive, on Tuesdays and Thursdays, 1:00 p.m. to 4:00 p.m., for fingerprinting, then returned to the appropriate Clerk's office for processing.