

North Carolina Division of Social Services  
**NC KIDS CHILD REGISTRATION FORM INSTRUCTIONS**

**Which Cases**

The NC KIDS Child Registration form must be completed for all children and youth in the legal custody of a local child welfare agency who\*:

- Have a permanent plan of Adoption; and
- Are legally free for Adoption

The **Purpose** of the NC KIDS Child Registration is to identify permanent homes for children in foster care by:

- Facilitating an internal matching process with approved adoptive families within the NC KIDS Adoption and Foster Care Network; and
- Registering children and youth with Adopt US Kids for public recruitment.

**Required Timeframes**

The registration form must be completed and submitted to NC KIDS within 30 days of the child/youth becoming legally free for adoption and updated every 12 months thereafter.

**How to Use**

County child welfare agencies must use this form to register children who are legally free for adoption and in need of an adoptive home with North Carolina's Adoption Exchange (NC KIDS) and Adopt US Kids. Send the completed form with a copy of the child's pre-adoptive summary and a digital picture to:

NC Kids  
NC Division of Social Services  
820 South Boylan Avenue  
2445 Mail Service Center  
Raleigh, NC 27699-2445  
Email: [nc.kids@dhhs.nc.gov](mailto:nc.kids@dhhs.nc.gov)  
Fax: 877-625-4374 (Toll Free)

**When documenting the child's race and ethnicity use the following guide:**

Race	Ethnicity
American Indian or Alaskan Native	Hispanic or Latino
Asian	Not Hispanic or Latino
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

\*Requests for a time-limited exemption of registering a child/youth who is legally free for adoption can be made for the following reasons:

- identification of an adoptive family for the child;
- a child that needs diagnostic evaluation; or
- a child that is receiving mental health, medical treatment and has been determined by a qualified professional that it is not in the child's best interest to pursue adoption at this time.