



This guide is provided free of charge and is for use outside the UK only

You should read this information guide to help you decide which documents may be useful in supporting the statements that you have made on your visa application form (VAF).

It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.

The submission of all or any of these documents does not guarantee that your application will be successful.

## Guide to supporting documents- Inter-Country Adoption in Thailand

### Information about the child

These documents are important because they provide information about the child's personal circumstances.

Completed visa application form	<ul style="list-style-type: none"> <li>➤ You must complete and submit an online visa application form for settlement (VAF4A)</li> <li>➤ You must also print the application form and submit it with the supporting documents at the visa application centre</li> </ul>
The current and valid travel document or passport of the child	We will not issue a visa if you do not have a valid passport or travel document to put the visa in.
<b>Two</b> passport sized colour photographs of the child	This must comply with the requirements in our <a href="#">photo guidance</a>
Certified identity documents of the applicant	For example a birth certificate or letter from the local district in place of a birth certificate
Parental consent letter	Consent letter written by both parents (if applicable)
Home Study Report	This document should contain information about the applicant's background, and can be obtained from the Thai Department of Social Development and Welfare
Inter-Country Adoption (ICA) Form	This document should contain a medical report and development assessment of the child. This document can be obtained from the British Association for Adoption and Fostering (BAAF) <a href="http://www.baaf.org.uk/">http://www.baaf.org.uk/</a>
'To whom it may concern' Letter	This letter is written by the Thai Department of Social Development and Welfare, giving their permission for the applicant to be legally adopted and stating that the Child Adoption Board of Thailand has granted approval for the named adoptive parents for a pre-adoption placement.
Memorandum of Agreement	This document is between the sponsor of the applicant and the Thai Department of Social Development and Welfare

Tuberculosis (TB) certificate (where applicable)	Thai Residents <b>aged over 11</b> applying for a visa to come to the UK for longer than 6 months need to get a certificate confirming that they are free from infectious Tuberculosis (TB) before applying for a visa.

### Information about the Adoptive Parents

These documents are important because they provide information about the personal circumstances of the Adoptive Parents.

Evidence of your marital status	This could include a marriage certificate, a civil partnership certificate, a divorce certificate or a death certificate divorce certificate or a death certificate.
Evidence of your current employment	This could include: <ul style="list-style-type: none"> <li>➤ a letter from your employer on company headed paper – this should list your salary and the length of your employment, confirm that you have been given time off work, and state whether this time off is paid or unpaid</li> <li>➤ business registration documents confirming the business owner's name and the date when the business started trading</li> </ul>
Evidence of your immigration status/ permission to be in the UK	This could be copies of: <ul style="list-style-type: none"> <li>➤ bio-data pages from their passport or Travel Document</li> <li>➤ valid UK visa or UK stamp from their passports</li> <li>➤ Home Office letter confirming their permission to stay in the UK</li> </ul>
Contact details of adoptive parents when in Thailand	Telephone number Hotel address and telephone number Personal email address

### Information the finances and employment of the Adoptive Parents

You should include evidence of your total monthly income from all sources, for example employment, friends, family, savings or property. You can submit any of the following financial documents to provide us with this evidence. If you are providing documents from a joint account you should explain who the other account holders are, and why you have permission to spend money from the account. If your spouse or partner is employed you should also provide their employment and financial details.

Bank statements or bank books	These should show what has been paid in and out of an account for up to the previous six months, and should name the account holder. If you have made deposits in your account that are not in keeping with the account history then you may wish to explain the origins and timing of these deposits.
Bank letter or balance certificate	This should show the account balance, the account holder's name and the date when the account was opened.
Payslips	These should cover up to the previous six months. If your salary is paid directly into your bank account, you should provide the statements showing these payments.
Tax returns (business or personal)	You should include recent documents from your government tax office, confirming your income and the amount of tax that you have paid.
Business bank account statements	If you include these, you will need to explain why you are allowed to spend the

	money from a business account.
Evidence of income from property or land	This could include property deeds, mortgage statements, tenancy agreements, accountant's letters, land registration documents or crop receipts. If the property or land is registered in several names, you will need to explain how much you own. If the money earned from the land is shared, you should say how it is divided.

### Accommodation details

You can submit any of the following documents to provide us with evidence of your accommodation. We advise that you do not make any payments for accommodation, travel and so on until you have received your visa.

Details of the accommodation that you intend to live in with your adopted child, and permission for you to stay there along with evidence of any other occupants	<p>This could include:</p> <ul style="list-style-type: none"> <li>➤ Land Registry documents</li> <li>➤ mortgage statements</li> <li>➤ rent book or tenancy agreement</li> <li>➤ council tax statements</li> <li>➤ property inspection report</li> <li>➤ utilities bills</li> <li>➤ accommodation details with a supporting letter from the occupant/ landlord confirming that you are able to stay there</li> </ul>
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