

# Application for a Convention adoption order

## Section 46 Adoption and Children Act 2002

Name of court	
Serial no.	
Date received by the court	
Date issued	
Fee charged/Remission ID	

### Notes to applicants

- This form should only be used if you wish to apply for a Convention adoption order.
- You shall need to complete Form A61 (Application for parental responsibility prior to adoption abroad) if you intend to adopt a child who is habitually resident in the United Kingdom (or who is a Commonwealth citizen) in a place outside of the British Islands (and provided you do not already have an order to remove the child under the Adoption (Scotland) Act 1978 or the Adoption (Northern Ireland) Order 1987), even if you will be applying for a Convention adoption order in a place outside the British Islands.
- Before filling in this form, please read the guidance notes on completing the form.
- Please complete every Part. If you are not sure of the answer to any question, or you do not think that it applies to you, please say so.
- If there is not enough room on the form for your reply, you may continue on a separate sheet. Please put the child's full name, the number of the Part and the paragraph reference at the head of the continuation sheet.
- Please use black ink when filling in the form.

I/We the undersigned \_\_\_\_\_  
(and \_\_\_\_\_ )  
wish to adopt \_\_\_\_\_  
and give the following details in support of my/our application

◀ See Note 1

## Part 1 About you

### First applicant

a) Title

- Mr     Mrs     Miss  
 Ms     Other \_\_\_\_\_

b) My name is

First name(s) in full

Last name

### Second applicant

a) Title

- Mr     Mrs     Miss  
 Ms     Other \_\_\_\_\_

b) My name is

First name(s) in full

Last name

◀ See Note 2

c) My address is (including postcode)

c) My address is (including postcode)

d) My telephone number is

d) My telephone number is

e) My date of birth is

e) My date of birth is

f) My nationality is

f) My nationality is

### Habitual Residence

See Note 3

Please indicate whether the United Kingdom is the receiving State or State of origin by ticking the relevant box and the statement that applies to you (or both of you):

- The United Kingdom is the receiving State and [I (in the case of an application by one person)][both of us] have been habitually resident in a part of the British Islands for a period of not less than one year ending with the date of the application.
- The United Kingdom is the State of origin and [I am (in the case of an application by one person)][both of us are] habitually resident in a Convention country outside the British Islands on the date of the application.

**Note:** If the United Kingdom is the receiving State and you are (or if you are applying as a couple, either of you is) not a British citizen, please complete the following statement. Otherwise delete the following statement:

The First Applicant/the Second Applicant is not a British citizen, but the Home Office has confirmed that the child is authorised to enter and reside permanently in the United Kingdom. Evidence of the authorisation from the Home Office is attached.

g) My occupation is

g) My occupation is

See Note 4

h) I am

Male  Female

h) I am

Male  Female

i) My relationship to the child is

i) My relationship to the child is

See Note 5

j) My/Our solicitor in these proceedings is

Name of solicitor			
Name of firm			
Address (including postcode)			
Telephone no.		Fax no.	
DX no.			
E-mail address			

### Status

If you are applying to adopt as a couple, please go straight to **Part 2 About the Child**. Paragraphs (k) to (p) do not apply to you

If you are applying to adopt alone, please tick the box at (k) to (p) below that applies to your circumstances. **If you tick (k), (l) or (p), please give the additional information asked for.**

- k)  I am the partner of the child's  
 Father  Mother

If you have ticked box (k), please go straight to Part 2 About the Child. Paragraphs (l) to (p) do not apply to you.

See Note 6

- l)  I am the partner (not the spouse or civil partner) of a person who is not the child's parent and I am applying to adopt alone because:

If you have ticked box (l), please go straight to Part 2 About the Child. Paragraphs (m) to (p) do not apply to you.

See Note 7

(please give reasons below, continuing on a separate sheet if necessary)

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- m)  I am not married/I do not have a civil partner  
**or**  
n)  I am divorced/my civil partnership has been dissolved

See Note 8

See Note 8

- or**  
o)  I am a widow/a widower/a surviving civil partner  
**or**

See Note 8

- p)  I am married/I have a civil partner, and I can satisfy the court that:  
 my spouse/civil partner cannot be found

See Note 9

**or**

- I have separated from my spouse/civil partner, we are living apart and the separation is likely to be permanent

**or**

- my spouse/civil partner is not capable of making an application due to ill-health

## Part 2 About the child

a) The child is a

Boy  Girl

b) The child was born on

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and is the person to whom the attached certified copy of the child's original birth certificate, or other evidence attached regarding the child's identity relates.

or To the best of my/our knowledge the child was born on or about

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in (give place and country of birth)

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See Note 10

c) The child's nationality is

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d) I/we confirm that the child is not and has never been married or a civil partner

Yes  No

See Note 11

e) The child has had his/her home with me/us continuously since

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### Habitual Residence

Please indicate whether the United Kingdom is the receiving State or the State of origin by ticking the relevant box and the statement that applies to the child:

- The United Kingdom is the receiving State and the child to be adopted was, on the date on which the Article 17(c) agreement was made, habitually resident in a Convention country outside the British Islands.
- The United Kingdom is the State of origin and the child to be adopted was, on the date on which the agreement under Article 17(c) was made, habitually resident in a part of the British Islands.

f) The child was placed with me/us for adoption by an adoption agency

- Yes (If you ticked this box, please complete paragraphs (g) and (h) and then go straight to paragraph (j). Paragraph (i) does not apply to you.)
- No (If you ticked this box, please go straight to paragraph (i). Paragraphs (g) and (h) do not apply to you.)

g) The child was placed with me/us for adoption on

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 by

Name of adoption agency	
Address (including post code)	
Name of your contact in the agency	
Telephone no.	

h)  No other adoption agency has been involved in placing the child

**or**

The following adoption agency has also been involved in placing the child

Name of adoption agency	
Address (including post code)	

Name of your contact in the agency	
Telephone no.	

i) I/we have notified in writing my/our local authority of my/our intention to apply for an adoption order (give details)

◀ See Note 12

Name of local authority	
Address (including post code)	
Date notified	
Name of your contact in the local authority	
Telephone no.	

### Care

j)  No local authority or voluntary organisation has parental responsibility for the child

**or**

The following local authority/voluntary organisation has parental responsibility for the child:

Name of local authority or voluntary organisation	
Address (including post code)	

Name of your contact in the authority/organisation	
Telephone no.	

## Maintenance

- k)  No maintenance order/agreement or award of child support maintenance under the Child Support Act 1991 has been made in respect of the child

or

- The following maintenance order/agreement/award of child support maintenance has been made

See Note 13

Person liable to pay maintenance	
Address (including post code)	

Court and date of order	
Date of maintenance agreement/child support maintenance award	

## About other orders or proceedings that affect the child

- l)  To the best of my/our knowledge, no proceedings relating to the child (other than any maintenance order given above) have been completed or commenced in any court, whether in the United Kingdom or elsewhere

or

- The following proceedings relating to the child have been completed/commenced (in addition to any maintenance order given above)

See Note 14

Type of order made (or applied for)	Date of order (or date of next hearing)	Name of court (and country if not in the UK)	Case number (or serial number)

## Cases concerning a related child

- m)  To the best of my knowledge, no proceedings relating to a full, half or step brother or sister of the child have been completed or commenced in any court, whether in the United Kingdom or elsewhere

or

- The following proceedings relating to a full, half or step brother or sister of the child have been completed/commenced (please give details below and, if you were a party to any proceedings that have been completed, attach a copy of the final order)

Relationship to child (eg. sister, half-brother)	Type of order made (or applied for)	Date of order (or date of next hearing)	Name of court (and country if not in the UK)	Case number (or serial number)

### Part 3 About the child's parents or guardian

#### The child's mother

a) The name of the child's mother is

First name(s) in full

Last name

b) Her address is (if deceased, please write 'Deceased' in the address box)

c) Her nationality is

#### The child's father

d) The name of the child's father is

First name(s) in full

Last name

e) His address is (if deceased, please write 'Deceased' in the address box)

f) His nationality is

g) Does he have parental responsibility for the child?

Yes  No

If No, does he intend to apply for an order under section 4(1)(c) of the Children Act 1989 (a parental responsibility order) or a child arrangements order in respect of the child?

Yes  No

See Note 15

#### The child's guardian

h) The name of the child's guardian is

First name(s) in full

Last name

i) His/Her address is

See Note 17

#### Parent/guardian consent to adoption

The child's parent(s)/guardians has/have consented to a Convention adoption order being made.

See Note 18

## Part 4 General

### Child's name on adoption

See Note 19

If the adoption order is made, I/We want the child to be known as

First name(s) in full

Last name

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### Declarations

I/We have not received or given payment or reward in respect of the proposed adoption (except as follows:) (give details below)

To the best of my/our knowledge, only the person(s) or organisation(s) named in Part 2 of this application have taken part in the arrangements for the child's adoption.

## Part 5 Statement of truth

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.

I believe that the facts stated in this application are true.

I believe that the facts stated in this application are true.

### Signature of first applicant

### Signature of second applicant

Print full name

Print full name

Signed

Signed

Date

Date



## If you attend the court for a hearing

1. Do you/either of you have a disability for which you require special assistance or special facilities?

See Note 20

Yes       No

If Yes, please say what your needs are below  
(the court staff will get in touch with you about your requirements)

2. Do you/either of you want to use the services of an interpreter?

Yes       No

If Yes, please specify which language  
(court staff will get in touch with you about your requirements)

3. Are there any dates on which you know you will not be able to attend the court, or any particular dates that would especially suit you? If so, please give details below

Unavailable dates	Preferred dates

(Please note that, although the court will try to fit in with your preferences, it may not be always be possible to do so)

## What to do now

Once you have completed and signed this form, you should take or send the form and three copies to the court, together with the court fee and the following documents:

- where the UK is the State of origin, a certified copy of the full entry in the Register of Live Births that relates to the child or, where the child has been adopted, a certified copy of the entry in the Adopted Children Register;
- where the UK is the receiving State, a certified copy of the child's original birth certificate, any abandonment certificate/declaration, or where the child has been adopted, a certified copy of the entry in the register of adoptions as recognised in the State of origin or a certified copy of the adoption certificate;
- if you were a party to the proceedings, a copy of any final order relating to the child that has effect and, if possible, a copy of any maintenance agreement or maintenance award relating to the child;
- if you were a party to the proceedings, a copy of any final order relating to a full, half or step brother or sister of the child that has effect;
- where a parent of the child has died, a certified copy of the entry in the Register of Deaths;
- if you are submitting evidence of marriage or civil partnership, a certified copy of the entry in the Register of Marriages or the Register of Civil Partnerships;
- where your spouse or civil partner has died, a certified copy of the entry in the Register of Deaths;
- a copy of any decree absolute of divorce or decree of nullity of your marriage;
- in relation to a civil partnership, a copy of any dissolution order or nullity order of your civil partnership;
- any documentary evidence supporting the reasons why you are applying to adopt the child without your spouse or civil partner, such as a decree of judicial separation;
- where the UK is the receiving State and the applicant (or in the case of a couple, either or both of the applicants) is not a British citizen, the child's passport containing confirmation the Home Office authorisation for the child to enter and reside permanently in the United Kingdom;
- if your name as entered on the application form is different from the name shown on any evidence of marriage or civil partnership you are sending with your application, any documentary evidence to explain the difference.

You should normally make your application to the Designated Family Centre for your area. You can find this, and a full list of courts and what type of work they do online at [courtribunalfinder.service.gov.uk](http://courtribunalfinder.service.gov.uk)

You may need to pay a fee with your application. You should read leaflet EX50 Civil and family court fees to find out what fee, if any, you need to pay. This leaflet is available from your local court or online at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)

You may be exempt from paying all or part of the fee. The combined booklet and application form 'EX160A Court Fees - Do you have to pay them' gives more information. This leaflet is available from your local court or online at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk)