

# Intercountry adoption fee: means test form

Please only complete this form if you wish to apply for a means test in relation to the charge for intercountry adoptions. Please send the completed form and original copies of your evidence to:  
The Intercountry Adoption Team, Department for Education, Level 0, Riverside, Bishopsgate House, Feethams, Darlington DL1 5QE.

**Name(s):**

**Address:**

**Email: Tel:**

**Please check the box for the exemption you are applying for:**

|  |  |
| --- | --- |
| 50% of the fee (if your total household income is £25,000 to £45,000 per year) |  |
| Full exemption (if your total household income is below £25,000 per year) |  |

|  |  |  |
| --- | --- | --- |
| **Applicant names** | **Evidence you have provided with this form (\*see note below)** | **Total gross income for the year** |
| **Name of applicant 1:** |  | £ |
| **Name of applicant 2:** |  | £ |

|  |  |
| --- | --- |
| **Information covers financial year:**  20\_\_\_ to 20\_\_\_ | **Total household income:**  £ |

I/We confirm that, to the best of my/our knowledge and belief, the information I/we have provided is true and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** | (1) | **Date** |  |
| (2) |  |

# Guidance note

We will advise you of the decision within 15 working days of receiving this form.

If you have any questions please contact the Intercountry Adoption Casework team on 0370 000 2288 or [ica.darlington@education.gsi.gov.uk](mailto:ica.darlington@education.gsi.gov.uk)

**Acceptable evidence includes:**

* Month 12 wage slip
* Week 53 payslip
* P60
* P60U
* Self-assessed tax return

Documents must be originals and will be returned by registered post within 15 working days of receipt.

Any evidence relating to foreign currency will be converted to sterling using the annual average exchange rate.

If you are unable to provide any evidence of your income you may submit an original letter from your voluntary adoption agency or local authority verifying your household income. This should be on official headed paper and bear original signatures.