**Appointment Request Form**

**Adoption by British nationals living in Spain**

All applicants must complete every section of this form and send it to together with your scanned documents

Applicant’s Full Name:

Current Address:

Telephone Number: E-mail:

**1. Which authority in Spain (or otherwise) is requesting this certificate from the British Consulate?**

**2. Are you adopting as a single parent or with a partner or spouse?**

□ Adopting as a single parent

□ Adopting with my spouse

□ Adopting with a partner, please give details of the legal standing of the relationship with your partner:

 **3. What is the nationality of your spouse/partner? (If applicable):**

□ Spanish/Other

□ British. Please provide full name and surname to include details on the certificate

**4.** **Are you adopting under Spanish law?**

□ Yes

□ No, it’s being processed under the law of the county from which I/we are adopting

□ No, other:

**5. Which country are you adopting the child from?**

**6. Have you read the background information about adoption on** [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)?

 □ Yes □ No

**7. Are you aware of the status of this country in relation to the UK adoption authorities, on** <http://www.education.gov.uk/childrenandyoungpeople/families/adoption/intercountryadoption>?

 □ Yes □ No

**8. Have you obtained an original declaration sworn before a Spanish notary or a lawyer empowered to administer oaths that you have sought independent legal advice on your status under UK law and which confirms that you are no longer habitually resident in the UK?**

□ Yes □ No

**If no,** for further information and instructions please review the service for Adoption by British Nationals listed on our website.

**CHECKLIST**

**Failure to submit the correct documentation will result in your application being refused and you will have to apply again.** Therefore,we strongly advise you to follow [instructions carefully](https://www.gov.uk/notarial-and-documentary-services-guide-for-spain).

**Documents required:**

* a fully completed appointment request form
* your original valid British passport
* your original, valid Spanish Police Residence Certificate (green document which bears your NIE number and your address) or your Certificado de Empadronamiento (town hall registration certificate)
* an original declaration, sworn before a Spanish notary or a lawyer empowered to administer oaths, that you have sought independent legal advice on your status under UK law and which confirms that you are no longer habitually resident in the UK. The declaration needs to include the following text:

*“I confirm that I have received independent legal advice and, with reference to all the circumstances of my particular case and in the light of existing United Kingdom law, I can confirm that I am no longer habitually resident in the British Isles/United Kingdom.”*

Please refer to the list of [English-speaking lawyers](https://www.gov.uk/government/publications/spain-list-of-lawyers) in your consular area for advice.

If any of your documents are not issued in the UK or Spain, consular staff may need to make further enquiries. Documents that are not written in English or Spanish will have to be translated. Spanish authorities may ask you to provide a Spanish translation of any document not in Spanish.

**Disclaimer**

“I understand and accept that it is my responsibility to ensure that any document provided as a result of this Consular service is acceptable to the requesting authority and that if the document is to be presented outside of the UK or Spain, the signature of the Consular officer will be recognised by the requesting authority. Refunds cannot be given where the incorrect service is requested. - Entiendo y acepto que es mi responsabilidad asegurarme que el documento objeto de este servicio consular y la firma del Oficial Consular serán reconocidos en el país y por la autoridad requirente del mismo. Los servicios notariales solicitados incorrectamente no serán reembolsados”.

**I declare that the particulars given above are true to the best of my personal knowledge and belief.**

**Signature:**

**Date:**