

# Intercountry Adoption Application Checklist

Adoption agencies should use this checklist to ensure that an intercountry adoption application contains the required paperwork when it is submitted to the Department for Education (DfE) as missing documents will cause delays.

**Please do not send incomplete applications to the DfE.**

**Relevant regulations:**

* The Adoption Agencies Regulations 2005
* The Adoptions with Foreign Element Regulations 2005

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| **Documents required:** | **Requirement met?** |
| Contact Sheet **-** Please ensure prospective adopters complete and return this to the Intercountry Adoption (ICA) Team at the outset of their application. We require full completion of this form in order to progress applications.  Disclaimer **-** If this application requires notarisation and legalisation, Prospective Adopters may wish to instruct their Notary Public to send their documents directly to the Foreign, Commonwealth & Development Office (FCDO) and the Embassy of their chosen country for legalisation, rather than the documents being first returned to the DfE.  If Prospective Adopters wish to proceed in this way, then please ensure they complete and return the disclaimer. **Please note** that if Prospective Adopters have applied to adopt from China, the Chinese Embassy will only accept applications for legalisation which have been sent to them directly from the DfE.  It will not accept applications from a Notary Public.   | Yes 🞎Yes 🞎 |
| Written confirmation of the decision from the Agency Decision Maker and any recommendation the agency has made about:* the country from which the prospective adopters wish to adopt
* the number of children to be adopted
* their age range and/or gender
* likely needs and background

**(N.B. to include original signature of Decision Maker)** | Yes 🞎 |
| All the documents and information provided to the adoption panel in accordance with regulation 25 including:* the original medical report on each prospective adopter signed by the GP and agency medical advisor
* the original DBS check for each prospective adopter and every adult member of the household
* the report of visit to 3 independent referees (2 of which must be non-family members.

**(N.B. please ensure all signatures are originals not copies. DBS checks for applications to adopt from China should have been issued within the past 6 months)** | Yes 🞎Yes 🞎Yes 🞎 |
| The record of proceedings of the adoption panel, its recommendation and the reason for its recommendation | Yes 🞎 |
| If applicable, the record of proceedings of the Independent Review Panel, its recommendation and the reasons for the recommendation | Yes 🞎 |
| Confirmation that each prospective adopter is eligible to adopt i.e. aged 21 years or over, has the immigration status to sponsor the entry of a dependent into the UK and**Non-Hague*** if a couple, one adopter is domiciled or
* both are habitually resident in the British Islands for not less than one year ending with date of application for an adoption order
* meets residency requirements

**Hague*** both are habitually resident in the British Islands for not less than one year ending with the date of application to be assessed by the adoption agency
* the adoption agency has explained in writing to the prospective adopter the procedure in relation to, and the legal implication of, adopting a child in accordance with the Convention.
* meets residency requirements
 | Yes 🞎Yes 🞎Yes 🞎 |

I confirm that this application complies with the relevant adoption regulations for:

England and Wales/ Scotland/ Northern Ireland/ Isle of Man/ Jersey/ Guernsey *\*delete as appropriate*

**Signed on behalf of:**

**Name: Date:**

**December 2020**