



REQUIRED DOCUMENTS FOR LOCAL ADOPTION

- Original *Birth Certificate(s)* of the child/children
- Copies of *Birth Certificate(s)* of applicant(s) and a photo ID
- Copies of *Birth Certificate(s)* of the child's biological parent(s)
- Original *Death Certificate(s)* of the child's biological parent(s) (if applicable)
- Copies of *Marriage Certificate(s)* of applicant(s) (if applicable)
- Copies of *Marriage Certificate(s)* of the child's biological parent(s) (if applicable)
- **Police clearance** (Clearance should be current and not older than 6 months at the time of the Adoption Board hearing.)
- **Medical Report**
 - ✓ Note: medicals for children must be completed by a registered Paediatrician.
- **Two written character references**
 - ✓ Not to be completed by relatives of the child or Applicants.
 - ✓ Must include information regarding the Applicant(s) personality and parenting capacity.
 - ✓ Must know the Applicant for at least one year.
 - ✓ Address and contact number of referees.
- **Affidavit of Support** -The person identified is required to submit an affidavit indicating his/her willingness to care for the child in the event the Applicant becomes incapable of fulfilling their responsibilities as parent.

It must include:

 - ✓ Name and signature of the person who agrees to be the support network.
 - ✓ If the support network is married, the spouse must also attach their name and signature.
 - ✓ Age/Date of birth
 - ✓ Address
 - ✓ Occupation
 - ✓ Salary/earnings
 - ✓ Their child's; names and age/ date of birth (if applicable)
 - ✓ Must clearly state that they agree to the responsibility of caring for the child in the event the Applicant is unavailable.
- **Original Job letter(s)**/ proof of financial status of applicant(s) or contract of employment if available.
- Copy of child's school report (if applicable)

Please note: In addition to the copies of documents mentioned above, the Applicant is asked to submit the original documents for verification. *Contact us on the numbers listed, if you have any questions.*