

**Note 2**

If you do not want your identity to be made known to the parents or guardians of the child you are intending to adopt, the court will issue you with a serial number. Any documents sent to the parents/guardians will show the serial number, not your personal details. If you are required to attend the same court hearing, the court will make arrangements to ensure that your identity is protected.

## Part 1 About you

**Note 3**

If the name you have entered is different from your name as it is shown on any evidence of marriage or civil partnership you are sending with your application form (for example, because you have changed your name by deed), please attach a continuation sheet explaining the reason for the difference, and a copy of any supporting documents (such as the deed).

**Note 4**

A Convention adoption order cannot be made unless:

- Where the United Kingdom is the receiving State, you (or in the case of two applicants, both of you) 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, or
- Where the United Kingdom is the State of origin, you (or in the case of two applicants, both of you) have been habitually resident in a Convention country outside the British Islands on the date of the application.

The United Kingdom means England, Wales, Scotland and Northern Ireland.

'Habitual residence' is normally taken to refer to usual, or customary, residence in a particular place. If you are in any doubt as to whether you meet these conditions, you should seek legal advice.

If the United Kingdom is the receiving State and you are (or in the case a couple, either of you is) not a British citizen, you must obtain confirmation from the Home Office that the child is authorised to enter and reside permanently in the United Kingdom. You should attach the child's passport containing the Home Office authorisation to your application.

**Note 5**

The occupation you give here will appear on the Convention adoption order and will subsequently be entered in the Adopted Children Register. Please note that failure to give full details may result in a delay in issuing the child's adoption certificate. It is important that you enter the full title of your occupation (or former occupation if you are retired), for example, 'secondary school teacher' or 'ballet teacher', not 'teacher'; 'self-employed carpenter', not 'self-employed'; 'retired police officer', not 'retired'. Abbreviations or general descriptions such as 'self-employed', 'part-time worker', or 'retired', cannot be accepted. Please note also that company names cannot be entered in the Register and it is not sufficient to enter that you are an 'employee' or 'worker' with any particular company, you must give your occupation. If you are unemployed or currently unable to work because of disability, you should give your last occupation. If you are a member of HM Forces, you should give your rank and/or profession.

**Note 6**

Enter your relationship to the child you are applying to adopt, for example, step-parent, foster parent, grandparent, aunt, uncle, other relative (please specify). If you do not currently have any relationship to the child, other than as prospective adopter, please enter 'none'.

**Note 7**

If you are applying to adopt alone and you are the partner (including husband, wife or civil partner) of the child's father or mother, you should complete paragraph (k) and then go straight to Part 2 About the Child. Paragraphs (l) to (p) do not apply to you.

**Note 8**

If you are applying to adopt alone and you are the partner (but not the husband, wife or civil partner) of a person who is not the parent of the child you wish to adopt, you should complete paragraph (l). Please give your reasons for applying to adopt alone. If there is not enough room for your reply, you may continue on a separate sheet. You should then go straight to Part 2 About the Child. Paragraphs (m) to (p) do not apply to you.

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