

12. Documents to be attached

You **must** attach **one** of the following documents to this application for each child.

- ☐ a certified copy of a full birth certificate that gives details of the child's mother and father
A full birth certificate shows surname, forenames, date of birth, sex, place of birth (where known), parent(s) name(s), their address and occupation at time of registration.
- or**
- ☐ a certified copy of the entry in the Adopted Children's Register
- or**
- ☐ a request for directions as to the proof of the child's birth

If application relates to the 1980 Hague Convention, you may also attach -

- ☐ an authenticated copy of any relevant decision or agreement
- ☐ a certificate or an affidavit emanating from Central Authority or other competent authority emanating from the State of the child's habitual residence, or from a qualified person, concerning the relevant law of that state
- ☐ any other relevant document.

If application relates to the 1980 European Convention, you must attach -

- ☐ a document authorising the central authority of the State addressed to act on behalf of the applicant or to designate another representative for that purpose
- ☐ a copy of the decision which satisfies the necessary conditions of authenticity
- ☐ in the case of a decision given in the absence of the defendant or his legal representative, a document which establishes that the defendant was duly served with the document which instituted the proceedings or an equivalent document
- ☐ identification of the decision relating to custody or rights of access which is sought to be registered or enforced or in relation to which a declaration that it is not to be recognised is sought
- ☐ if applicable, any document which establishes that, in accordance with the law of the State of origin, the decision is enforceable
- ☐ if possible, a statement indicating the whereabouts or likely whereabouts of the child in the State addressed
- ☐ proposals as to how the custody of the child should be restored.

In urgent cases, the court may allow the application to be issued without the Birth Certificate, Certified entry in the Adopted Children's Register or other proof of the child's birth.

Please confirm when copies of the Certificate/ entry in the Adopted Children's Register/ other proof of the child's birth will be made available to the court

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

To the respondent(s) (other than the child)

TAKE NOTICE that-

- (1) You must within 14 days of service of this application file in the above mentioned court a notice stating your address and the whereabouts of the child (or that you are unaware of the child's whereabouts if that is the case).
- (2) Unless the court directs otherwise you must serve a copy of that notice on the applicant.
- (3) If you subsequently change your address or become aware of any change in the child's whereabouts, you must, unless the court directs otherwise, file in the above-mentioned court notice of your new address or of the new whereabouts of the child, as the case may be, and serve a copy of that notice on the applicant.

Any notice required to be lodged in the above-mentioned court shall be sent to the court address or delivered to The Manager, Family Proceedings Dept, Principal Registry of the Family Division, First Avenue House, 42-49 High Holborn, London WC1V 6NP as the case may be.