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Requirements for Adoption Application Dossiers Submitted by Foreigners

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Submitted by Foreigners
June 30, 2017

Relative government departments and adoption agencies in receiving states,

In order to adapt to the new trends in inter-country adoption, further streamline our work and facilitate the submission of adoption application dossiers by foreign adopters and adoption agencies, CCCWA developed this *Requirements* according to the *Adoption Law of the People's Republic of China*, *Measures for Registration of Adoption of Children by Foreigners in the People's Republic of China*, and the *1993 Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption*, as well as the practice of paper review of CCCWA.

A foreigner who applies to adopt a child from China shall submit an adoption application dossier to CCCWA through the government of the country where he or she resides or an adoption agency delegated by the government of the said country according to the following requirements.

I. Required Papers

- (1) Application letter for inter-country adoption;
- (2) Birth certificate;
- (3) Marital status certificate;
- (4) Occupation, income and financial status certificate;
- (5) Physical examination certificate;
- (6) Criminal/ Non-criminal record certificate;
- (7) Home study report;
- (8) Certificate certifying the approval of the inter-country adoption by the competent authority of the country where the adoption applicant resides;
- (9) Copy of passport;
- (10) Two passport photos and six family life photos (if the photos have been uploaded to CPIS in jpg format, the hard copies are not required).

All the above-mentioned papers, except items 9 and 10, should be issued by the competent agencies of the country where the adopter resides and, authenticated by a diplomatic department of the country where the adopter resides or by an agency authorized by the said diplomatic department, and authenticated by the embassy or consulate of the People's Republic of China stationed in that country.

Foreigners who have continuously lived in China for more than one year for work or study and are to adopt children in China shall submit the documents stipulated in the preceding paragraph (except item 5), and shall also submit certificates indicating such particulars of the adopter as marital status, profession, income or property condition and whether they have ever been subjected to criminal punishment, which are issued by their Chinese employer, and certificates of health examination issued by medical units at or above the county level.

Foreigners who apply to adopt a step child are only required to submit items 1, 2, 7 and 9 mentioned in the preceding paragraph and a marital certificate of the applicant and the birth mother or father of the adoptee as well as two passport photos.

II. Contents and Format

1. Application letter for inter-country adoption

- i. The application letter for inter-country adoption should be written personally by the adoption applicant instead of being written by others or by adoption agencies according to formatted texts.
- ii. The application letter shall be signed by the adoption applicant in his or her own hand.
- iii. The application letter shall include the following contents: name of adoption applicant, date of birth, place of birth and nationality, reasons for adoption, clear desire and requirements for the adoptee, a statement by the applicant promising not to abandon or maltreat the child to be adopted, a statement by the applicant committing to ensure the equal rights for the adopted child as the biological ones and ensure that the adopted child be properly raised and educated and grow healthily, and a statement by the applicant promising to submit post-placement reports according to CCCWA requirements.

2. Birth certificate

i. An adoption applicant must provide his/her birth certificate or a copy of the birth certificate (provide separately in the case of a married couple) produced by the competent governmental body or civil registry of the place of birth.

ii. If there is no such a body to produce the birth certificate, a copy of the original birth certificate notarized by the local notary office or notary should be provided.

3. Marital status certificate

i. Married couples who apply to adopt shall provide a marital status certificate produced by the competent governmental body in the wedding place.

ii. A single adoption applicant should provide certificate of being unmarried issued by competent governmental body or a personal statement of being single and non-homosexual, unless the law of the country where the applicant resides prohibits the issuance of such statement of being non-homosexual.

4. Occupation, income and financial status certificate

i. An adoption applicant should provide a certificate of occupation produced by the employer or the organization with which the applicant works. The certificate of occupation should include the following: occupation and position of the applicant, term of employment, annual income and prospects for continued employment (provide separately in the case of a married couple).

ii. If the applicant is an employer him/herself or is self-employed, he/she should provide the certificate of occupation and annual income produced by a licensed accountant. If the applicant is a licensed accountant him/herself, he/she should provide the certificate of occupation and annual income produced by another licensed accountant.

iii. If an applicant is retired, he/she should provide a certificate of retirement, including the date of retirement, annual income before retiring, whether he/she still has income after retiring, and income status, etc.

iv. The certificate of income and financial status should be filled in according to the attached Table 1 (the annual income of an applicant should be consistent with that stated in the certificate of occupation. If not, an additional statement should be provided).

v. The currency used in occupation, income and property status should be the one used for settlement by the resident country of the adoption applicant.

5. Physical examination certificate

i. An adoption applicant should provide a physical examination certificate produced by a licensed doctor (provide separately in the case of a married couple).

ii. The physical examination certificate of the adoption applicant should be filled in according to the format of Table 2. The certificate should be written clearly and neatly. If the writing is illegible, it shall be deemed as invalid.

iii. If an adoption applicant is on certain medication for a long period of time, the name and function of the medicine should be specified.

iv. If an adoption applicant used to suffer from a certain serious disease or undergo certain surgical operation, a check report shall be produced by a licensed doctor, specifying when the disease was contracted or when the operation was performed, what kind of disease or operation, the process of treatment and results or result of the operation, whether or not the patient has fully recovered, whether or not the patient has to continue to take medicine to control the disease and a conclusion whether or not the applicant is suitable for raising a child.

v. If a single adoption applicant has a co-habitant of the opposite sex, he/she shall provide a physical examination certificate of the co-habitant.

vi. The physical examination certificate (the date when the examination was taken) should be issued within one year before the application dossier is received by CCCWA.

6. Criminal/ Non-criminal record certificate

i. An adoption applicant should provide a criminal/non-criminal record certificate produced by the local police in his/her country with a signature of the qualified official (provide separately in the case of a married couple).

ii. If an adoption applicant has lived or worked for at least one year in other countries or regions within the recent five years, he/she should provide a criminal/non-criminal record certificate produced by all the resident countries or regions.

iii. A single adoption applicant who has a co-habitant of the opposite sex should provide a certificate of criminal/non-criminal record of the co-habitant.

iv. The certificate of criminal/non-criminal record should be issued within one year before the application dossier is received by CCCWA.

7. Government approval

i. An adoption applicant should provide a valid document of approval produced by the resident country's government for adopting a child from China.

ii. An applicant who applies to adopt a step child should provide a valid document of approval for adopting a child from China or a