

**INTERCOUNTRY ADOPTION**

**INFORMATION FOR APPLICANTS ON THE  
ARRANGEMENTS FOR THE ADOPTION  
OF CHILDREN IN THAILAND**

**GENERAL INFORMATION ON HOW TO ADOPT IN THAILAND**

**1. Submission of Adoption Application**

The Child Adoption Centre, Department of Public Welfare and the Adoption Board have entered into an agreement concerning the submission of adoption applications from Irish applicants to the Thai authorities. Adoption applications will only be accepted by the Thai authorities if submitted through the Adoption Board and the Thai authorities have stated that all enquiries in relation to such applications must be channelled through the Adoption Board. The adoption application can only be submitted to the Child Adoption Centre, Department of Public Welfare in Thailand.

**2. Children Available for Adoption**

The Child Adoption Centre has information on each child available for adoption in Thailand. Seventy per cent of children available for adoption in Thailand each year are adopted within Thailand. Children available for adoption in Thailand may be abandoned children, orphaned children or children whose parents are unable, for whatever reason, to parent them. The Thai Authorities have stated that generally children available for adoption will be between six months and four years of age.

**3. Application to adopt more than one child**

The Thai authorities will accept applications for twins or siblings and siblings are placed for adoption together where possible. However, applicants may not be matched with more than one child unless there is a sibling group available for adoption. There are more boys than girls available for adoption. Children available for adoption are cared for in Baby Homes run by the Department of Public Welfare and there are also a number of Baby Homes run by voluntary groups.

**4. Eligibility Criteria**

Applicants must be over 25 years of age and be at least 15 years older than the child they are adopting. The Thai Authorities have stated that applicants aged over 40 years of age will be matched with a child over 2 years of age. Applicants over 45 years of age will be offered an older child and they must have parented before. The Thai authorities look in the first instance at the age of the female applicant as they consider that the adoptive mother will be the child's primary carer. The Thai authorities will consider applications from female sole applicants but only in the case of a special needs child. The Thai Authorities have indicated to the Board that they would expect that there would be a male role model available to the child where a sole female applicant applies to adopt a child. The Thai authorities have stated that they would be slow to accept an application where either of the applicants has a criminal record. The Thai Authorities have advised that they would be very unlikely to refer a child to a prospective adopter/s where the household income was less than the average industrial wage in Ireland. The Irish average industrial wage based on preliminary figures for March 2003 is €17.15 per week.

5. **Children with special needs**

The Thai Authorities Authorities have stated that they would consider the following criteria to indicate a child with special needs:

- a child with normal health status aged over 4 years of age. (Children can be referred for adoption up to the age of eighteen years).
- A child born to HIV parents
- A child with developmental delay
- A child with a physical or mental disability both minor and/or severe
- A child with a medical condition.

6. **Processing of Adoption Application**

The Thai Authorities usually acknowledge receipt of the adoption application in writing to the Adoption Board and a copy of the acknowledgement will be forwarded to you by the Board as soon as possible following receipt of same. However, it can take up to twelve weeks to receive an acknowledgement from Thailand. The Thai authorities have stated that it will take about one to two years to process an application and that the processing time is related to such factors as the completeness of the required documentation and the availability of a child to suit the family of the prospective adoptive parents. In the Board's experience, it takes approximately twenty-two months to receive a referral in the case of a first time application and approximately 14 months in the case of a second time application. The Thai Authorities have also advised that it will take longer to make a referral in the case of an application to adopt a girl (in fact over two years), as there are fewer girls available for adoption than boys. The Thai Authorities have further advised that applicants who specify a child from 6 months to 3 years of age in their adoption application form will have their applications processed faster than applicants who specify a particular age for a child they wish to adopt, for example, stating specifically that they wish to adopt a child under twelve months of age or under 2 years of age. There is a shorter waiting period in respect of an adoption application for a special needs child. Where prospective adopter/s

have more than three children in the family, the application must receive special approval from the Child Adoption Board in Thailand before the applicants are placed on the waiting list and this may add extra time to the waiting periods stated.

**7. Referral of Child**

Applicants who are matched with a child by the Child Adoption Centre will have their referral forwarded to them by the Thai Authorities via the Adoption Board. The referral will be accompanied by a photograph of the child, a medical report on the child and background information on the child. The medical report on the child will be prepared by a doctor from the Baby Home and if the child has been hospitalized a medical report from the hospital will also be made available to the applicants. The background report on the child will contain as much information as possible but in some cases very little information may be available because the child has been abandoned. Children who are abandoned will have no birth certificate as the Thai authorities assume that the child's birth has already been registered and they do not register the birth a second time. Applicants are strongly advised to discuss the medical report(s) provided on the child referred with their family doctor and paediatrician.

**8. Confirmation of Acceptance**

Where applicants decided to proceed with the adoption, the applicants' confirmation that they accept the referral will be forwarded by the Board to the Child Adoption Centre for approval of the pre-adoption placement of the child with the applicants. The adoption application is then further submitted to the Child Adoption Board and the Minister of Labour and Social Welfare respectively for approval of the pre-adoption placement. Usually, it will take a further month from the date of approval of the pre-adoption placement by the Child Adoption Centre before the applicants will be given approval by the Thai Authorities to travel to Thailand to take the child into pre-adoptive care. Where a pre-adoptive placement has been approved, a definite appointment will be made by the Thai Authorities for the prospective adoptive parents to travel to Thailand in order to

meet with and to be interviewed by the Child Adoption Board and then to receive the child into their care on a pre-adoption placement basis. In the event that the prospective adoptive parent/s do not wish to accept a referral, the Thai authorities have stated that applicants should state their reason for refusing the referral. These reasons will then be considered by the Thai Authorities as to whether they wish to make a further referral. However, there is no guarantee that the Child Adoption Centre will make a further referral to applicants in such circumstances. The Thai Authorities will arrange for the necessary documents to facilitate the child's travel. The prospective adoptive parents are responsible for any expenses incurred in respect of the child's travel in order for the adoption to proceed such as passport fee and airfares. There are no charges associated with the adoption process in Thailand and applicants should only have to pay for the child's passport as well as the other usual expenses involved such as travel, accommodation etc.

**9. Travel To Thailand**

The Child Adoption Centre will organize the prospective adopters itinerary for internal travel in Thailand. Applicants will have to spend approximately two weeks in Thailand in order to complete the formalities in relation to the proposed adoption of the child. Applicants will have to organize their own travel arrangements for their visit to Thailand to collect the child. **The Board has been informed by the Child Adoption Centre that both applicants must travel to Thailand and that there are no exceptions to this rule.**

**10. Placement of child in pre-adoptive care with the applicants**

Applicants will be interviewed by the Thai Adoption Board in connection with the proposed pre-adoption placement. Prospective adoptive parents are required to travel to the orphanage in order to spend some time with the child before they take the child into their care. When all the necessary procedures have been gone through, the child is placed in the pre-adoptive care of the applicants by the Thai authorities and the applicants are allowed to take the child home to Ireland.

**11. Post placement Reports**

The Thai authorities require the assessing agency in Ireland to prepare three post-placement reports on the child and the applicants to ensure that the placement is proceeding satisfactorily. The third post-placement report is required when the child has been in Ireland in the care of the applicants for six months. The final post-placement report must be completed after the child has been in the State for six months. If the third post placement report is completed any earlier, it will not be acceptable to the Thai authorities and a further report will be required. Applicants should advise their Social Worker in Ireland of the child's arrival in Ireland at the earliest opportunity to facilitate the preparation of the post placement reports.

**12. Finalisation of the Adoption**

If the placement has been assessed positively, the Thai Authorities will submit the application to the Thai Child Adoption Board for approval of finalization of the adoption under Thai Law by registration in the Thai Embassy in London. The decision of the Thai Child Adoption Board will be notified to the Irish Adoption Board and the Board will then advise the prospective adoptive parents accordingly. Registration normally takes place approximately 10 to 12 months after placement. The child's original birth certificate, if available, is given to the adoptive parents at the time of the finalization of the adoption at the Thai Embassy. Prospective adoptive parents are obliged to register the child with the Thai Embassy in London within six months of acknowledging notification of

registration. If registration is not carried out within that period of time, the adoption process will have to begin again.

**13. Entry in the Board's Register of Foreign Adoptions**

The adoptive parents can then apply in writing to the Adoption Board to have the adoption recognized under Irish law and entered in the Board's Register of Foreign Adoptions. The Board requires that a translated copy of the adoption order be presented with the application for recognition of the adoption. Applicants should note that the calendar year in Thailand differs to that of Ireland and should ensure that their translated documentation has been appropriately adjusted to reflect the Irish calendar year by their translator. When an entry has been made in the Register of Foreign Adoptions by the Irish Adoption Board, a copy of the entry in the Register of Foreign Adoptions should be sent to the Thai Department of Public Welfare as proof that the adoption has been recognized under Irish law.

**14. Preparation of adoption application**

Applicants wishing to adopt in Thailand must lodge their application with the Adoption Board for transmission to the Thai authorities. Please pay particular attention to the attached Guidelines for Intercountry Adoption of Thai Children issued by the Thai Authorities and the **enclosed checklist**. The application pack does not have to be translated into Thai as the Thai Adoption Centre accepts applications in both English and Thai. Your application pack should comprise of the following documents as appropriate: -

**(a) Covering Letter**

Letter of application to adopt in Thailand signed by both applicants.

**(b) Application Form**

Completed application form for submission to the Department of Public Welfare, Child Adoption Centre, Thailand.

- (c) **Assessment Report**  
Original assessment report.
- (d) **Post placement report undertaking**  
Letter of confirmation from Health Board/Adoption Society that the agency will oversee the pre-adoption placement and prepare post-placement reports on the applicants and the child for forwarding to the Thai authorities through the Adoption Board.
- (e) **Declaration of eligibility and Eligibility**  
Declaration from Adoption Board as to eligibility and suitability to adopt abroad. The original declaration should be retained and a copy sent with the adoption application. The Board's declaration is valid for one year and applicants should keep their declaration in date. They should apply to the Adoption Board up to two months in advance of the expiry of their declaration for a twelve month extension. If the declaration is expiring for a second or further time, applicants must apply directly to the Health Board or Adoption Society who assessed them originally for an updated assessment in order to meet the requirements to obtain a further extension. **Applicants must ensure that the declaration is still in date at the time of the finalization of the adoption at the Thai Embassy in London otherwise the adoption may not be recognized under Irish law.**
- (f) **To whom it concerns letter**  
Confirmation in writing from Adoption Board that adoption orders made in Thailand are recognizable under Irish law.
- (g) **Medical Reports**  
Medical reports on both applicants prepared by their **GP and Consultants** report(s) on infertility investigations carried out on the applicants.

- (h) Applicants' marriage certificate. In the case of a divorced applicant(s), divorce papers should be submitted with the application.**
  
- (i) Applicant/s long birth certificate/s**
  
- (j) Documents Certifying Occupation and Income**
  - (i) The applicant(s) should submit a certificate of profession/occupation issued by the employer which should include the applicant(s) position and his/her term of employment.
  - (ii) P60s for both the male and female applicant (where appropriate) should be submitted for the last tax year.
  - (iii) Financial statement certifying current financial status which should be less than six months old on receipt in Thailand.**
  - (iv) Audited accounts for both the male and female applicant (where appropriate) for the last tax year should be prepared by a certified public accountant where the applicants are self employed. If the applicant(s) is an accountant, the certificate of profession and annual income should be submitted by an independent certified public accountant.
  
- (k) Documents Certifying Assets and Liabilities**
  - (i) Certificate of valuation of family home
  - (ii) Statement of home loan account.
  - (iii) Certificate(s) from Bank/Building Society/Credit Union certifying assets/savings and financial standing.
  - (iv) Certificate(s) from financial institution(s) certifying number and value of stock/shares held by applicants.
  - (v) Certificate detailing any other assets held by applicants.
  - (vi) Details of pensions held by applicants from Insurance Companies.
  - (vii) Details of medical insurance held by applicants.

**(l) Immigration Clearance**

A copy of the Immigration clearance obtained from the Department of Justice, Equality and Law Reform certifying that the applicants are entitled to bring the child into the State. The original which is valid for one year should be retained in the applicants possession, as applicants will be required to produce it to the immigration authorities on their return home with the child. **Your immigration clearance expires on the same date as the declaration of eligibility and suitability. Therefore, each time you extend your declaration of eligibility and suitability, you must extend your immigration clearance also.**

**(m) Certificates of Character and Personal References**

A Police Certificate of Character in respect of each applicant should be submitted with the application. This certificate is issued by the local Garda Superintendent having been endorsed by Garda Headquarters.

**(n) Letters of recommendation from at least two referees.**

**(o) Passport**

Copy of passport

**(p) Work permit**

In the case of non-EU citizens a copy of the applicant/s work permit for Ireland should be submitted.

**(q) Photographs**

(i) Four passport sized photographs of each of the applicants are required.

(ii) Approximately eight photographs of the applicants house and children (if any) should be provided.

**\*Please note that all documents included in your adoption application pack should be original documents except the document described at (L), the letter of assurance from the Department of Justice, Equality and Law Reform. A photocopy of this document should be included in your application pack. You should retain the original document in your possession and take it with you to Thailand when you travel as you will require same in order to have the child admitted into Ireland.**

**15. Certification of adoption application**

You should have your application pack checked in the Adoption Board prior to having it notarized in order to ensure that it is complete. In order to do this you must phone the Adoption Board to make an appointment with a member of staff who will advise you on the completeness of the application, otherwise you may not be seen on the day. When your application has been approved as being in order by the Adoption Board, the application should then be bound and presented to a Notary Public for notarisation. The application will then have to be certified by the Supreme Court Office, authenticated by the Department of Foreign Affairs and authenticated at the Thai Consulate in Dublin. The adoption application should then be delivered to the Adoption Board for forwarding to the Child Adoption Centre, Thailand. **Please note that you are also required to furnish a photocopy of your entire application pack to the Adoption Board when the pack has been notarised, certified and authenticated by the Notary Public, Supreme Court Office, Department of Foreign Affairs and the Thai Consulate.**

**16. How to check if your adoption application has arrived in Thailand**

The Adoption Board will then send the documents by courier service to the Department of Public Welfare, Thailand. A standard charge of €32 applies in respect of your application to cover the courier costs etc., and you will be required to reimburse this amount to the Board at the time of lodgement of your application in the Board. The Board uses the Fed Ex courier service. You may obtain the consignment number of your application pack from the Adoption Board once your pack has been collected by Fed Ex couriers. This number can then be used to check on the internet that your pack has arrived safely in Thailand, which can take up to five days. The address of the Fed Ex Internet homepage which facilitates the tracking of consignments is <http://www.fedex.com/uk>. The Fed Ex customer services number is 1800 535 800. If you do not have access to the Internet, you could telephone Fed Ex about seven days after your application has been sent to Thailand to check that it has arrived safely at its destination.

**17. Thai Adoption Group**

Many parents find it useful to link in with intercountry adoption parent support groups. **These groups are generally an invaluable source of information and support for prospective adoptive parents and indeed people who have already adopted children from overseas.** The Thai Adoption Parent Support Group can be contacted at the following address and telephone number, the Honorary Secretary, 67 Larchfield Road, Goatstown, Dublin 14, Tel no.-01 298 8948.

**18. Other Useful Addresses**

**Supreme Court Office,**

Four Courts, Dublin 1

Tel. no. 01- 8725555

**Department of Foreign Affairs**

80 St. Stephens Green, Dublin 2

Tel. no. 01 - 4780822

**Department of Justice, Equality and Law Reform**

13-14 Burgh Quay, Dublin 2

Tel no. 01 - 6167700

**Royal Thai Consulate,**

Harcourt House, 18-19 Harcourt Street, Dublin 2 Tel no. 01 - 4753928

**Conclusion**

- 19. You should read this information pack carefully and make sure to avail of the attached checklist when putting together your application dossier. Do have your adoption pack checked by a member of the Board's staff before having it authenticated. Otherwise you may have to redo it and this can be a costly exercise both in terms of time and money. Please do not hesitate to contact the Board should you have any further queries regarding adoption procedures in Thailand. The Board wishes you well in the adoption process.**

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**Kiernan Gildea  
Registrar  
28<sup>th</sup> August 2003**

**CHECK LIST FOR APPLICATIONS BEING FORWARDED TO THAILAND**

(All documents must be dated)

Ref No. F

<b>(A) Letter of Application signed by both applicants:-</b>	
<b>(B) Application Form</b>	
<b>(C) Original Assessment Report</b>	
<b>(D) Post placement report undertaking</b>	
<b>(E) Declaration made by the Adoption Board</b>	
<b>(F) Letter of introduction from the Adoption Board</b>	
<b>(G) Medical Reports in respect of each applicant:-</b> (must be prepared by applicant's GP and Consultants report re infertility investigations if undergone)	
<b>(H) Marriage Certificate:-</b> (in the case of a divorced applicant(s), divorce papers must be submitted with application)	
<b>(I) Long birth certificate in respect of each applicant:-</b>	
<b>(J) Documents Certifying Occupation and Income:-</b>  (i) Certificate of Profession/Occupation in respect of each applicant:- (ii) P60 in respect of each applicant:- (iii) Financial Statement certifying current financial status:- <b>(must be less than six months old on receipt in Thailand)</b> (iv) Audited accounts in respect of each applicant (Self Employed):-	
<b>(K) Documents Certifying Assets and Liabilities</b>  (i) Certificate of Valuation of family home (ii) Statement of home loan account (iii) Certificate(s) from Bank/Building Society/Credit Union certifying assets/savings and financial standing (iv) Certificate(s) from financial institutions certifying number and value of stock/shares held by applicants (v) Certificate detailing any other assets held by applicants (vi) Details of pensions held by applicants (vii) Details of medical insurance held by applicants	
<b>(L) Photocopy of immigration clearance from Dept. of Justice</b>	
<b>(M) Police Certificates of Character in respect of each applicant:-</b>	
<b>(N) Letter of Recommendation from at least two referees:-</b>	
<b>(O) Copy of passport in respect of each applicant:-</b>	
<b>(P) Work Permit</b> (in the case of a non EU citizen, copy of the applicants work permit for Ireland must be submitted)	
<b>(Q) (i) Four Passport photographs in respect of each applicant</b> <b>(ii) eight photographs of applicants house and any children in household must also be provided</b>	
<b>(R) Each pack bound and notarised</b>	

**Checklist Contd.**

<b>(S) Certified and authenticated by the Notary Public</b>	
<b>(T) Certified by the Supreme Court Office</b>	
<b>(U) Authenticated by the Department of Foreign Affairs</b>	
<b>(V) Authenticated at the Thai Consulate in Dublin</b>	
<b>(W) Bank Draft for IR £25 (€32) payable to the Adoption Board (at time of lodgement of your application in the Board)</b>	

## **GUIDELINES FOR INTERCOUNTRY ADOPTION OF THAI CHILD**

1. It is necessary for the applicants to make adoption application through the competent social welfare authority in their country i.e. the governmental organisation which is responsible for social welfare or the non-governmental Child Welfare Organisation which is licensed by their Government to handle the matter of Intercountry adoption (Competent Authority).
  
2. Under the Child Adoption Act of 1979 of Thailand, all intercountry adoption applications have to be proceeded through the Department of Public Welfare (DPW), or the non-governmental child welfare agencies which are particularly authorised by DPW (Authorised Agencies), in cooperation with the Competent Authority and under the direction of the Child Adoption Board of Thailand. The Board members comprise the representatives of various concerned authorities and qualified persons. The Director General of DPW is designated as the chairman of the Board while the Director of the DPW Child Adoption Center functions as the secretary of the Board. Private adoption is not allowed.
  
3. Preliminary qualification of applicants for adoption are as follows:-
  - (a) Be at least 25 years of age and be at least fifteen years older than the child to be adopted.
  - (b) Be eligible to adopt a foreign child under the concerned law of country of domicile.
  - (c) Have legitimate spouse in case of applying as a family.
  - (d) Single female will be considered when applying for a special needs child.
  
4. Adoption Applications and documents, including those for adoption of step-children or relatives have to be submitted by the Competent Authority to DPW or Authorised Agencies. In this connection, the Competent Authority has to provide DPW or Authorised Agencies with the three documents as follows.

- 4.1 A Home Study report made by Competent Authority which should include the details of the applicants' physical and mental health, family status, assets, liabilities and financial standing, personal repute, conditions of place of residence, size of family maturity and ability to give love and care to the child, motivation and any special reasons related to the welfare and interests of the child, parental relationship and obligation with the children born out of previous marriages (if applicable), and other matters pertinent to the applicants.
- 4.2 A statement of approval made by Competent Authority or the responsible authority as the case may be, confirming that the applicants are qualified for adoption under the concerned legislation in their country and are in all respects suitable to be the adoptive parents of a foreign child.
- 4.3 A statement made by competent Authority agreeing to supervise the pre-adoption placement of a child in case such placement is granted to the applicants and to provide three bi-monthly progress reports to DPW. The pre-adoption placement period is a probationary period of not less than six months.
5. An official Application Form (as attached) is to be filled out and returned by the applicants to DPW or Authorised Agencies via competent Authority. Such completed Form has to be attached with the additional required documents (if applicable) as cited below.
  - 5.1 Copy of passport or identity card;
  - 5.2 Copy of document certifying marriage or divorce (if any);
  - 5.3 Medical certificate verifying good physical health and mental stability;
  - 5.4 Document certifying occupation and income;

- 5.5 Document certifying current financial status (dating back not more than six months);
  - 5.6 Document certifying assets;
  - 5.7 Four photographs of the applicant and spouse (if any), size 4.5 x 6 centimetres;
  - 5.8 Copy of law, regulation or document from relevant authorities of the country of domicile or residence of the applicant certifying the eligibility of the applicant to adopt a child;
  - 5.9 Copy of law, regulation or document from relevant authorities of the country of domicile or residence of the applicant certifying the eligibility of an adopted child to enter into such country;
  - 5.10 Letter of consent for adoption from the applicant's spouse or an approval order of the court in lieu of the spouse's consent (if any);
  - 5.11 Copy of work permit for alien (if any); and
  - 5.12 References from at least two persons.
6. It is required that all the documents have to be original and be verified by the Royal Thai Embassy or Consulate in the applicants' country, or sent through diplomatic channels. Accordingly, please note that our official language is Thai. However, English is applicable. Therefore, the documents in other languages have to be attached with their translation, either in Thai or English, which have to be verified by the Royal Thai Embassy or Consulate.
7. For the applicants who have lived temporarily in a foreign country where they do not have permanent residence, the Home Study Report will have to be made

and their eligibility for intercountry adoption will have to be assessed and confirmed by Competent Authority in their country of domicile. Unless the applicants have been living in that country for at least not less than 6 months before submitting their application and will remain in that country until the adoption is finalised, cooperation may be sought from Competent Authority in the country where they have temporarily resided. The Competent Authority may prepare the Home Study Report and supervise the pre-adoption placement when due. The eligibility for intercountry adoption may be confirmed by the Embassy of their country of domicile in such country. Further more, the permission for the child to be adopted to enter the countries have to be confirmed by DPW by the concerned authorities of both countries.

8. When all of the required documents are received, in certain cases, they will be submitted to the Child Adoption Board of which, the results will be informed to the applicants through Competent Authority whether or not they are approved as perspective adoptive parents.
9. In case the application is processed through DPW, the matching of the prospective adoptive parents with a child who is legally available for intercountry adoption, will be arranged by DPW.
10. In case the adoption application is processed through the Authorised Agencies, DPW is entitled to review and investigate (if needed) the background of the child to be adopted in order to be confirmed that the child is legally available for intercountry adoption. This investigation will have to be done before submission of the case to the Child Adoption Board.
11. After matching, photographs and information about background and health conditions of the child will be sent through Competent Authority to the prospective adoptive parents for consideration.

12. In case the prospective adoptive parents accept the child, the case will be further submitted to the Child Adoption Board and the Minister of Labour and Social Welfare respectively for approval of pre-adoption placement. For the case of the prospective adoptive parents who have been living in Thailand their application will be submitted to the Director-General of the DPW for approval of the pre-adoption placement in Thailand.
13. In case the pre-adoption placement is approved, a definite appointment will be made by the DPW or Authorised Agencies for both of the prospective adoptive parents to travel to Thailand in order to meet with and be interviewed by the Child Adoption Board, and then to receive the child for pre-adoption placement.
14. For the second adoption of Thai child, it could be possible to request with reasonable reason for DPW social worker to escort the child to the country of the prospective adoptive parents. All the travel expenses will be paid by the prospective adoptive parents.
15. For children allocated by DPW, DPW will facilitate the issuance of documents necessary for travel of the child. Accordingly, the prospective adoptive parents should manage to stay on in Thailand for about two weeks for this purpose. The prospective adoptive parents have to be responsible for the expense to be incurred by the travelling of the child to be adopted such as passport fee and air fares.
16. Upon returning to their country, the prospective adoptive parents are requested to report to Competent Authority in order that the supervision of the pre-adoption placement could be commenced.
17. When at least three bi-monthly reports on the pre-adoption placement have been received and if the placement has been assessed positively, the DPW will submit the case to the Child Adoption Board for approval of finalisation of

such adoption under the Thai law by registration. The decision of the Board will be informed to the prospective adoptive parents again through Competent Authority.

18. It is obliged that the prospective adoptive parents have to register their adoption under Thai law within the period of six months after acknowledging such notification. The registration can be carried out either at the respective Royal Thai Embassy or at any District office in Thailand. The adoption is then finalised under the Thai law. After this, the legalisation of the adoption under the concerned law of the respective country shall be carried out, the outcomes of which shall be informed to DPW by Competent Authority.
  
19. Please note that it is not possible to apply for more than one child at one time, except twins, siblings or in the case of the adoption of children of the applicants' Thai spouse. Generally, children who are available for adoption will be between 6 months to 4 years old. Children who are older than 4 years old or have medical problems are considered as special needs children. As regard the period of the processing an adoption application, it is not possible to specify such length. Nevertheless, in general cases, it approximately takes about 1-2 years depending on such related factors as the completeness of the required documents and the availability of a child to suit each individual family of the prospective adoptive parents.

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Child Adoption Center  
Department of Public Welfare  
255 Ratchavithi Road  
Bangkok 10400, Thailand

February, 2001

Photograph of the applicant Size 4.5 x 6 cm	Photograph of the spouse Size 4.5 x 6 cm
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**APPLICATION FOR CHILD ADOPTION**

Written at .....

Date .....

	<b>Applicant</b>	<b>Applicant's spouse</b>
		<input type="checkbox"/> as co-applicant <input type="checkbox"/> as giving consent to the applicant
Family Name	.....	.....
First name	.....	.....
Middle name	.....	.....
Date of birth	...../...../.....	...../...../.....
	Age .....	Age .....
Place of birth	.....	.....
Nationality	.....	.....
Religion	.....	.....
Permanent address	.....	.....
	.....	.....
	.....	.....
Correspondence address (if different from the above)	Telephone.....	Telephone.....
	.....	.....
	.....	.....
	Telephone.....	Telephone .....
Passport/Identity Card	No. ....	No. ....
	Place of issue .....	Place of issue .....
	Date of issue .....	Date of issue .....
	Date of expiration .....	Date of Expiration .....
Education	.....	.....
Occupation	.....	.....

	<b>Applicant</b>	<b>Applicant's spouse</b>
Job title/office address	..... ..... ..... .....	..... ..... ..... .....
Salary/Earnings	Telephone..... Approximately..... per month/year (in Baht)	Telephone..... Approximately..... per month/year (in Baht)
Other income	Approximately..... per month/year (in Baht)	Approximately..... per month/year (in Baht)
Dwelling	Provide the estimated value of the dwelling or the amount of expenses for dwelling per month or year in Baht - in case of owned house, the value is ..... Baht - in case of rented house, the rental rate is ..... Baht per month/year - in other cases .....	Provide the estimated value of the dwelling or the amount of expenses for dwelling per month or year in Baht - in case of owned house, the value is ..... Baht - in case of rented house, the rental rate is ..... Baht per month/year - in other cases .....
Other Assets	List and provide value in Baht ..... ..... .....	List and provide value in Baht ..... ..... .....

**Marital Status:**

- single
- married:

Date of marriage .....  
Place of marriage .....  
Province/State ..... Country .....

**Details of previous marriage (if any):**

Period of marriage .....  
Number of children ..... boy(s) ..... girl(s) .....  
Date of divorce .....  
Reason for divorce .....

**Person(s) dependent on the applicant:**

Children:

(1) ..... Sex ..... Age .....

(2) ..... Sex ..... Age .....

(3) ..... Sex ..... Age .....

Other persons(s):

(1) ..... Sex ..... Age .....

Relationship with the applicant .....

(2) ..... Sex ..... Age .....

Relationship with the applicant .....

**Details of a child to be adopted:**

1) in case details of the child are unknown:

Sex:  boy  girl  either boy or girl

Age: between ..... years and ..... years

An organisation from which the applicant seeks to adopt a child:

Department of Public Welfare, Ministry of Labour and Social Welfare, or

A child welfare organisation under the Child Adoption Act B.E. 2522 (1979)

Name .....

2) in case details of the child are known:

Name ..... Sex .....

Date of birth ...../...../..... Age .....

Place of birth .....

Nationality ..... by birth/naturalisation

Religion .....

Education .....

Address .....

.....

Name of father ..... Age .....

Correspondence address .....

Occupation .....

Name of mother ..... Age .....

Correspondence address .....

Occupation .....

**Purpose of adopting a child:**

.....  
.....  
.....  
.....  
.....  
.....

**Name of persons providing references for the applicant:**

(1) Name .....

Correspondence address .....

.....

..... Telephone .....

Occupation .....

Job title/office address .....

.....

..... Telephone .....

(2) Name .....

Correspondence address .....

.....

..... Telephone .....

Occupation .....

Job title/office address .....

.....

..... Telephone .....

**I hereby attach the following documents to this application**

- (1) Copy of passport or identity card;
- (2) Copy of document certifying marriage or divorce (if any);
- (3) Medical Certificate verifying good physical health and mental stability;
- (4) Document certifying occupation and income;
- (5) Document certifying current financial status (dating back not more than six months);
- (6) Document certifying assets;
- (7) Four photographs of the applicant and spouse (if any), size 4.5 x 6 centimetres;

(8) Copy of law, regulation or document from relevant authorities of the country of domicile or residence of the applicant certifying the eligibility of the applicant to adopt a child;

(9) Copy of law, regulation or document from relevant authorities of the country of domicile or residence of the applicant certifying the eligibility of an adopted child to enter into such country;

(10) Letter of consent for adoption from the applicant's spouse or an approval order of the court in lieu of the spouse's consent (if any);

(11) Copy of work permit for alien (if any); and

(12) References from at least two persons.

In case of domestic child adoption, documents (1) to (10) shall be certified by an embassy or a consulate of the country of domicile of the applicant. In case of international child adoption, documents (1) to (10) shall be certified by the Thai Embassy or Consulate in the country of domicile or residence of the applicant together with the following documents from competent authorities, or authorities designated by the government, of the country of domicile or residence of the applicant, or from a child welfare organisation of such a country permitted by the government to manage the international child adoption: 1) document certifying the qualification and suitability of the applicant in adopting a child; 2) document declaring the duty to supervise the taking care of the child and to report the progress such taking care of the child to the Director-General of Department of Public Welfare every two months; 3) report on the living and family condition of the applicant; and 4) in case the applicant resides in a country other than a country of domicile, document certifying such residency and period of not less than six months for taking care of the child before adoption.

Completed application and supporting documents shall be submitted to the Department of Public Welfare, Ministry of Labour and Social Welfare through an authorised private child welfare organisation or relevant authorities of the country of domicile or residence of the applicant.

Signature of the applicant .....  
(.....)  
Signature of the Applicant's Spouse .....  
(.....)

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\*Note: The Department of Public Welfare reserves the right to retain all these documents

