

ADOPTION REGULATIONS, 2018

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IN exercise of the power conferred on the Minister responsible for Social Welfare by paragraph (a) of section 123 of the Children's Act, 1998 (Act 560), these Regulations are made this 19th day of June, 2018.

*Application of Enactments***Applicable enactments**

1. These Regulations shall be read together with applicable enactments including

- (a) the Children's Act, 1998 (Act 560),
- (b) the Human Trafficking Act, 2005 (Act 694),
- (c) the Children's (Amendment) Act, 2016 (Act 937),
- (d) the Criminal and Other Offences Act, 1960 (Act 29),
- (e) the Criminal and Other Offences (Procedure) Act, 1960 (Act 30),
- (f) the Human Trafficking (Prohibition, Protection and Reintegration of Trafficked Persons) Regulations, 2015 (L.I. 2219);
- (g) the Foster Care Regulations, 2018 (L.I. 2361) and
- (h) the Adoption Rules, 2003 (C. I. 42).

*Accreditation and Authorisation of Adoption Agencies**General Provisions***Accreditation or authorisation of adoption agencies**

2. (1) The Authority may accredit an adoption agency in the country or authorise a foreign accredited adoption agency to provide adoption services in the country.

(2) In furtherance of subregulation (1), the Authority shall

- (a) develop and administer systems and standards of control to guide recruitment, operations and monitoring of accredited or authorised adoption agencies to conform to the Act, the 1993 Hague Convention and other relevant enactments in the delivery of adoption services;
- (b) conduct accreditation and authorisation fairly and transparently by establishing and following uniform application procedure;

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- (c) make information about procedure for adoption available to applicants and interested parties;
- (d) determine the eligibility of an adoption agency for accreditation or authorisation;
- (e) investigate and respond to complaints about the conduct of an adoption agency;
- (f) take appropriate measures to support an adoption agency to conform to the Act, 1993 Hague Convention and other relevant enactments in the provision of adoption services; and
- (g) apply sanctions to an accredited or authorised adoption agency which fails to conform to the standards.

Restrictions on provision of adoption services

3. (1) An agency shall not provide adoption services unless that agency

- (a) a not-for-profit organisation; and
- (b) accredited or authorised by the Authority for that purpose.

(2) A residential home shall not be accredited or authorised as an adoption agency.

(3) When making a decision to authorise or accredit an adoption agency, the Authority shall consider the general context of adoption prevailing in the country at a particular time and evaluate the need for an additional adoption agency.

Authorised adoption services

4. An accredited or authorised adoption agency may provide the following adoption services:

- (a) pre-adoption counselling and training of prospective adoptive parents;
- (b) support the Department in the conduct of child study investigation and the preparation of Child Study Report;
- (c) conduct of home study and the preparation of Home Study Report;
- (d) preparation of an adoptable child for placement;
- (e) preparation of a prospective adoptive parent and family for child placement;

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- (f) post placement monitoring of an adoptive family;
- (g) post adoption counselling and monitoring of an adoptive family;
- (h) preparation and submission of post adoption monitoring report and evaluation report to the Authority;
- (i) liaison services between the Central Authorities and adoptive parents; or
- (j) any other services related to adoption determined by the Authority.

*Procedure for Accreditation or Authorisation***Eligibility for accreditation or authorisation**

5. (1) The Authority may accredit the following to provide adoption services in the country:

- (a) a local not-for-profit organisation registered in the country; or
- (b) a foreign adoption agency of a Non-Contracting State with a bilateral agreement with the Republic.

(2) The Authority may authorise a foreign accredited adoption agency from a Contracting State with the co-operation of the Central Authority of the Contracting State to provide adoption services in the country.

(3) An applicant shall

- (a) be a registered not-for-profit organisation;
- (b) have an identifiable place of business in the country;
- (c) have competent staff including a social worker; and
- (d) in the case of a foreign adoption agency from a State which is not a member of the 1993 Hague Convention, but has signed a bi-lateral co-operation agreement on inter-country adoption with the Republic, be duly accredited to provide adoption services by a competent authority in that State; or
- (e) in the case of a foreign adoption agency from a Contracting State applying for authorisation, be accredited in the Receiving State.

Application for accreditation or authorisation

6. (1) An adoption agency that wishes to provide adoption services shall apply to the Authority for accreditation or authorisation.

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- (2) The application shall be as set out in
- (a) Form 1A of the Schedule for accreditation of a local adoption agency; or
 - (b) Form 1B of the Schedule for authorisation of a foreign adoption agency.
- (3) An application under subregulation (2) shall be accompanied with the following:
- (a) a Certificate of Incorporation;
 - (b) a Certificate to Commence Business;
 - (c) a Certificate of Recognition from the Department;
 - (d) the requisite documents establishing that all the conditions under regulation 5 have been met including proof of Accreditation in the Receiving State, where necessary;
 - (e) supporting documentation on background and experience of the adoption agency;
 - (f) the names and qualifications of the members of the Board of Directors, senior officers and key staff involved in adoption;
 - (g) a detailed description of
 - (i) programmes and services, and
 - (ii) research studies and publications, if any;
 - (h) a general activity report
 - (i) for three preceding years, where the organisation has been in operation for at least three years; or
 - (ii) in the case of an organisation with less than three years in operation, the current activity report for the organisation;
 - (i) statement of audited accounts including sources of funds, adoption fees and charges
 - (i) for three preceding years, where the organisation has been in operation for at least three years; or
 - (ii) the immediate preceding year, in the case of an organisation in operation for less than three years;
 - (j) the prescribed fees; and
 - (k) any additional documentation that the Authority may

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require.

(4) Where the applicant is a foreign adoption agency, the foreign adoption agency shall nominate a local accredited adoption agency to represent the foreign adoption agency during the procedure for authorisation and for the provision of adoption services in the country.

(5) Where the adoption agency has programs for children with special needs, the adoption agency shall provide information outlining the specificities of the programme including

- (a) a description of the programmes, competencies and qualification of the staff in charge;
- (b) the content of the programmes and packages of the adoption agency for the delivery of adoption services; and
- (c) the follow up measures put in place subsequent to an adoption.

(6) The Authority may request for additional documents or contact the competent authorities of the Receiving State for any further information.

(7) A document required to be submitted under this regulation shall be submitted in the English language.

Evaluation of application for accreditation or authorisation

7. (1) The Authority shall, on receipt of an application, evaluate the application and inform the applicant of its decision within sixty days.

(2) In furtherance of subregulation (1), the Authority shall

- (a) review the written application and supporting documents for completeness of the information required under these Regulations;
- (b) validate the authenticity of information provided;
- (c) analyse the governance system of the adoption agency to verify whether the adoption agency operates under a governing body that approves its programmes, activities and budget with sound management of its funds;
- (d) consider any complaints received concerning the applicant, if any;
- (e) ensure that the information provided by the applicant to the public and prospective adoptive parents is in conformity

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with the Act, the 1993 Hague Convention and other relevant enactments;

- (f) conduct site visit to gather information about the applicant through
 - (i) interview with adoptive parents, prospective adoptive parents, adult adoptees served by the adoption agency, employees, other individuals with knowledge about the applicant, where applicable,
 - (ii) review of site documentation,
 - (iii) sampling and review of adoption case files worked on by the applicant, and
 - (iv) review records and data management systems of the applicant; and
- (g) give special consideration to an applicant, with programs for children with special needs.

(3) An applicant shall grant the Authority access to information and co-operate with the Authority in the process of evaluation of the application of the adoption agency.

(4) The Authority may refuse an application of an applicant for accreditation or authorisation, if the applicant fails to co-operate with the Authority.

Grant of accreditation or authorisation

8. (1) The Authority shall notify an applicant in writing whether the application, has been approved, denied or pending with reasons.

(2) Where an application is approved by the Authority, the Authority shall issue the applicant with a Certificate as set out in

- (a) Form 2A of the Schedule for a local adoption agency; or
- (b) Form 2B of the Schedule for a foreign adoption agency.

(3) Where an application is pending with reasons, the Authority shall notify the applicant and give the applicant an opportunity to make any clarifications that may be necessary.

(4) An accreditation or authorisation granted under these Regulations is valid for a period of one year and is subject to such conditions as the Authority may specify.

*Adoption Regulations, 2018***Renewal of accreditation or authorisation**

9. (1) An adoption agency may apply for the renewal of its accreditation or authorisation three months before the expiration of the accreditation or authorisation.

(2) The application shall include the following:

- (a) a letter requesting for renewal of accreditation or authorisation,
- (b) a report of activities undertaken within the preceding two years with the corresponding accounting documents,
- (c) the prescribed fee, and
- (d) all relevant information including changes in the activities and staff of the adoption agency.

(3) The Authority shall, in deciding on the renewal of the accreditation or authorisation, take into account the performance of the adoption agency.

Refusal to renew accreditation or authorisation

10. (1) The Authority may refuse to renew an application for accreditation or authorisation and communicate its decision to the adoption agency within thirty days of receipt of the application.

(2) The Authority shall give reasons for the refusal of the application.

(3) A person whose application is refused under subregulation (1) may re-apply.

Revocation of accreditation or authorisation

11. (1) The Authority may revoke an accreditation or authorisation issued to an adoption agency, where

- (a) the adoption agency breaches a condition of the accreditation or authorisation;
- (b) the adoption agency has provided false information in its application for authorisation or accreditation;
- (c) the adoption agency refuses to comply with a directive of the Authority to rectify a violation of the condition of the authorisation or accreditation;
- (d) the adoption agency has committed an offence under the Act or these Regulations; or
- (e) investigations by the Authority reveal that the adoption agency is no longer able to provide adoption services.

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(2) The Authority shall give notice to an agency of its intention to revoke the accreditation or authorisation and give the adoption agency an opportunity to respond within thirty days of service of the notice to revoke the accreditation or authorisation.

(3) After the expiry of the notice period, and considering any representation made by the adoption agency, the Authority may decide whether to take the proposed action or not, or take a variant of the proposed action that it considers necessary.

(4) Where the Authority revokes the accreditation or authorisation of the adoption agency, the adoption agency shall cease to provide adoption services and shall surrender the accreditation or authorisation

Non-transferability of accreditation or authorisation

12. An accreditation or authorisation granted by the Authority under these Regulations is not transferrable.

Change of name of adoption agency

13. Where an adoption agency changes its name, the adoption agency shall notify the Authority of the change in name within seven days of the change and the Authority shall re-issue the accreditation or authorisation under the new name.

Obligations and Activities of Adoption Agency

Obligations of an adoption agency

14. (1) An adoption agency shall submit the relevant documents on a prospective adoptive parent including a Home Study Report to the Authority.

(2) An adoption agency shall bear the full cost of activities, including site visits associated with the processing and approval of the application.

Post adoption obligations of a foreign adoption agency

15. A foreign adoption agency shall

- (a) transmit records on the adopted child to the Embassy or High Commission of Ghana in the Receiving State;
- (b) ensure that the adoption is registered with the relevant authority of the Receiving State;
- (c) produce and transmit follow up reports to the Authority in accordance with the Act;

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- (d) support the adoptive family in preserving the Ghanaian cultural heritage of the adopted child; and
- (e) produce an annual report of activities with the corresponding accounting documents to the Authority.

Activities of an adoption agency in the country

16. (1) For purposes of inter-country adoption, a foreign adoption agency shall provide support services for a prospective adoptive parent including

- (a) arranging for accommodation and the translation of documents into the English language; and
 - (b) facilitating a meeting between the prospective adoptive parent and the adoptable child.
- (2) An adoption agency shall not act as a legal representative of a prospective adoptive parent in the country.

*Records***Management of adoption records**

17. An adoption agency shall maintain records on a child, the parent, guardian or relative of the child and a prospective adoptive parent including

- (a) the medical history;
- (b) the medical report;
- (c) the criminal clearance report on the prospective adoptive parent;
- (d) the Child Study Report;
- (e) the Home Study Report of the prospective adoptive parent; and
- (f) any other information relevant to the pre-adoption and adoption processes, and post adoption monitoring and reporting.

Individual case file

18. An adoption agency shall develop and maintain a case file on an adopted child.

Confidentiality of adoption record

19. (1) An adoption agency shall

- (a) treat an adoption record as confidential; and
- (b) restrict access to an adoption record to authorised personnel only.

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(2) An adoption agency shall protect from disclosure the information on the identity of an adopted child, the parent, guardian or relative of the child and the adoptive parent of the child.

Retention and disposition of files

20. (1) An adoption agency shall submit a closed adoption file to the Authority.

(2) Where an adoption agency closes its operations in the country, the adoption agency shall transfer all adoption and confidential records to the Authority within thirty days of its closure.

Miscellaneous

Complaints

21. (1) An adoption agency which is dissatisfied with a decision of the Authority may lodge a complaint with the Secretariat of the Authority for an amicable settlement.

(2) Where an adoption agency is dissatisfied with a decision under subregulation (1), the adoption agency may apply to the Multidisciplinary Review Committee established under section 70 of the Act within fourteen days for a review of the decision.

(3) An adoption agency which is dissatisfied with a decision under subregulation (2) may petition the Minister within fourteen days for a re-consideration of the decision.

(4) An adoption agency which is dissatisfied with a decision under subregulation (3) may proceed to court for a determination of the matter.

Fees charged by adoption agency

22. (1) An adoption agency shall charge fees determined by the Authority in consultation with the adoption agency.

(2) The adoption agency shall keep a record of all fees charged by the adoption agency for each adoption service and include the record of all fees charged by the adoption agency in the annual financial report of the adoption agency.

Humanitarian activities

23. (1) Where an adoption agency undertakes a humanitarian activity, the adoption agency shall

(a) inform the Authority of the humanitarian activity;

(b) keep a record of the humanitarian activity separately from the adoption services and programmes; and

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(c) have two separate accounting records for the humanitarian activity, and the adoption services and programmes.

(2) For purposes of this regulation, "humanitarian activity" includes support given to a residential home, child sponsorship, educational, family preservation and medical programmes.

Sharing of information

24. The Authority may share information about unethical acts of an adoption agency with its counterpart in a Receiving State.

Offences

25. (1) A person who provides adoption services without accreditation or authorisation contrary to these Regulations commits an offence and is liable on summary conviction to a fine of not more than seven hundred and fifty penalty units or to a term of imprisonment of not more than three years, or to both.

(2) An adoption agency which charges fees contrary to the fees determined in consultation with the Authority commits an offence and is liable on summary conviction to a fine of not less than one thousand penalty units and not more than three thousand penalty units.

*Adoption**General Provisions***Guiding principles**

26. (1) For the purpose of adoption,

(a) the starting point in the process that may lead to adoption of a child is the child; and

(b) a decision relating to the adoption of a child shall be in the best interest of that child.

(2) The financial and material poverty of a family shall not be a justification for placing a child in adoption, but shall be a signal to the Department to provide appropriate support to the family.

Initiation of adoption process

27. (1) The process for the adoption of a child shall be initiated only where the situation of that child justifies the initiation of the process and not because a person has expressed a wish to adopt that child.

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- (2) The process for adoption may be initiated where
- (a) a child has been abandoned and is in need of care and protection; or
 - (b) the parent, guardian or relative of the child has relinquished the rights and obligations towards the child;

and a Care Order has been granted with respect to the child and adoption has been identified as the preferred option of care for the child.

(3) For the purpose of paragraph (a) of subregulation (2), a child is considered abandoned where

- (a) a person leaves the child with an unknown person and does not return;
- (b) the child is left in a health facility without the parent, guardian or relative of the child visiting;
- (c) the child is left alone in a public place without care;
- (d) the child is left in a questionable place that suggests neglect; or
- (e) the child is left in a residential care facility for at least a year without the parent, guardian or relative of the child visiting the child or showing any interest in caring for the child and the Department
 - (i) is unable to trace the parent, guardian or relative of the child; or
 - (ii) has given notice to the parent, guardian or relative to show interest in the child as set out in Form 3 of the Schedule without any response.

(4) A person who suspects that a child has been abandoned shall report to the nearest Police Station or to the Department.

Measures of child protection

28. (1) Where it is determined that a child has been abandoned or surrendered to the State, a social worker authorised by the Department shall

- (a) arrange for an immediate medical screening of the child;
- (b) temporarily place the child with
 - (i) an identified family member of that child; or
 - (ii) a fit person;

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- (c) prepare a Child Study Report and a Care Plan in respect of that child;
- (d) apply for a Care Order for the child;
- (e) liaise with the Police and take reasonable steps to locate the parent, guardian or relative of the child; and
- (f) record in the file of the child and in the Child Study Report, the efforts made to locate the parent, guardian or relative of that child.

(2) The social worker shall assess the possibility of reuniting the child with the parent, guardian or relative of the child or where necessary, a family member of that child.

(3) For the purpose of determining the placement of a child, the Department shall consider the possibility of appointing a family member of that child as a guardian of the child.

(4) The Department shall make reasonable efforts to locate the parent, guardian or relative of an abandoned child before the name of that child is entered in the adoptable children section of the Adoption Register.

(5) Where the parent, guardian or relative of a child in need of care and protection cannot be located within a period of six months from the time the Department assumes responsibility for the child, the Department shall present the name of the child and the circumstances of abandonment to the Authority for determination of adoptability of that child.

(6) The Authority shall refer the matter to the Technical Committee which shall, within twenty days, advise the Authority on the adoptability of the child in accordance with regulation 31.

Voluntary relinquishment

29. (1) For the purpose of these Regulations, a child is voluntarily relinquished where the parent, or guardian of the child

- (a) forgoes or surrenders the rights and responsibilities of that parent or guardian in respect of the child to the Republic;
or
- (b) offers consent for the adoption of the child by a relative.

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(2) In the case of a parent voluntarily relinquishing parental rights and responsibilities towards a child, the relinquishment shall be by both parents of the child except where one parent cannot be located or is incapable of giving consent.

(3) In the event where one parent cannot be located, the Department shall take steps to obtain the consent of the family of that parent which consent shall not be unreasonably withheld.

(4) In the case of a guardian voluntarily relinquishing parental rights and responsibilities towards a child, the

(a) child must be orphaned; or

(b) parent of that child must be incapable of giving consent.

(5) A parent or guardian who wishes to relinquish care of a child shall contact the Department and seek for the assistance of an authorised officer of the Department.

(6) The Department shall offer psycho-social services and provide guidance to a parent or guardian who is considering relinquishing rights and responsibilities towards a child including measures to ensure that the parent or guardian

(a) is not coerced into making a commitment to an adoption plan before the birth of the child;

(b) is assured of immediate temporary protection for the child by the Department where necessary;

(c) is given a minimum period of thirty days after the birth of the child to reconsider the decision to relinquish parental rights and responsibilities towards the child;

(d) is granted an additional period of thirty days to confirm the decision to relinquish a child for adoption;

(e) understands the implications of relinquishment including the fact that

(i) by relinquishing parental rights and responsibilities, the parent severs all legal, social and personal ties with the child; and

(ii) the child may be placed in adoption within the country or in inter-country adoption; and

(f) is provided with counselling and support services after the relinquishment of the child, where necessary.

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- (7) An authorised social worker from the Department shall
- (a) conduct background investigations on both the parents or guardian and the family of the child and the circumstances leading to the decision to relinquish the child to the State;
 - (b) prepare a Social Investigation Report covering information on the
 - (i) origin, history, social, cultural, religious affiliation and residential address of the family;
 - (ii) medical information on the biological parents of the child;
 - (iii) specific needs of the parent;
 - (iv) reasons for the parent wanting to relinquish the child;
 - (v) information about the other spouse, if any;
 - (vi) knowledge and views of the extended family on the proposed relinquishment for adoption;
 - (vii) support and resources available from agencies; and
 - (viii) efforts made to prevent separation of the child from the family;
 - (c) ensure that
 - (i) a Statement of Relinquishment is sworn under oath before a Notary Public and recorded in the form set out in Form 4 of the Schedule by each parent of the child;
 - (ii) where the parents of the child are deceased or incapable of giving consent, a Statement of Relinquishment is sworn under oath before a Notary Public and recorded in the form set out in Form 4 of the Schedule by the guardian of the child with the approval, in the form of an affidavit, of the heads of the maternal and paternal families of the parents; or
 - (iii) consent is recorded in the form set out in Form 5 of the Schedule, in the case of relative adoption;
 - (d) ensure that the decision of the parent, guardian or relative to relinquish parental rights and responsibilities towards the child is given freely;

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- (e) support the parent to file the Statement of Relinquishment and the Social Investigation Report in court to obtain a court order severing parental rights and responsibility towards that child;
- (f) file an application for a Care Order to place the child in the custody of the Department specifying the condition of the Care Order; and
- (g) recommend to the Authority that the child is adoptable.

(8) Where adoption is recommended as the permanence option for the child, an authorised social worker shall file a request to vary the condition of the Care Order for placement of the child for adoption.

(9) A child may be determined adoptable not less than thirty days after a parent has relinquished parental rights and responsibilities.

(10) The Technical Committee shall advise the Authority on the adoptability of the child in accordance with regulation 31.

(11) Relinquishment may be reversed by

- (a) a relinquishing parent, within the period approved for rescission of the decision; or
- (b) a non-relinquishing parent, having regard to the circumstances of the case.

(12) Where the parent of a child, whose name has been entered in the Adoption Register, informs the Department that the parent wishes to reverse the decision to relinquish the child, the Department shall reunite the child with the parent if

- (a) it is in the best interest of the child, and
- (b) the decision is communicated to the Department before the grant of the Adoption Order.

(13) The decision of relinquishment given in subregulation (1) shall not be revoked after an Adoption Order has been granted.

Relative adoption

30. (1) A relative who wishes to adopt a child from the family of that person shall apply to the Department.

(2) Where a relative applies to adopt a child from the family, the Department shall assess the eligibility and suitability of that relative to adopt that child, and

- (a) obtain the consent of the parent as set out in Form 5 of the Schedule; and

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- (b) process the application in accordance with the procedure for in-country adoption; or
- (c) where the relative is habitually resident in another country, process the application in accordance with the procedure for inter-country adoption.

(3) The Authority may permit relative adoption up to the fifth level of consanguinity.

(4) The Department shall offer psycho-social services and provide guidance to the parent or guardian of the child in accordance with subregulation (6) of regulation 29, where necessary.

(5) The Technical Committee shall advise the Authority on the adoptability of a child in accordance with regulation 31.

Adoptability of a child

31. (1) The Technical Committee of the Authority shall determine the adoptability of a child before the initiation of adoption proceedings in respect of that child.

(2) A child is adoptable

(a) if the child is in need of an adoptive family; and

(b) where the parent or guardian is

(i) known, the parent, guardian or Department has consented to adoption in respect of that child; or

(ii) unknown, the Regional Director of the Department where the child habitually resides has consented to adoption in respect of that child.

(3) A child is in need of an adoptive family if the child is under a Care Order and

(a) the child cannot be kept in or reunited with the family of that child; or

(b) there is a basis under the Act, for severing the links of the child with the parent, guardian or relative; and

(c) an assessment of the child by the Technical Committee has established that the child will benefit from a family environment and adoption is the preferred option of care.

(4) Where a child is declared adoptable by the Technical Committee,

(a) the Technical Committee shall issue a certificate declaring the child adoptable as set out in Form 6 of the Schedule; and

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(b) the Secretariat shall enter the name and particulars of that child in the Adoptable Children's Section of the Adoption Register.

(5) A child who is declared adoptable shall undergo a further evaluation to determine the suitability of that child for in-country or inter-country adoption.

Child Study Report

32. (1) The Department shall prepare a Child Study Report in respect of each child who is declared adoptable under regulation 31.

(2) The Child Study Report shall assist the Technical Committee in matching a child with a prospective adoptive parent.

(3) A Child Study Report shall be kept strictly confidential and shall include the following:

- (a) the identity of the child;
- (b) information on the immediate and extended family of the child including the socio-economic situation of the family;
- (c) information regarding personal and family history of the child as well as cultural, ethnic and religious upbringing;
- (d) circumstances that triggered the initiation of the adoption process and how consent to the adoption was obtained;
- (e) a medical report on the child as set out in Form 7 of the Schedule;
- (f) the physical appearance, personality and behavioural traits of the child;
- (g) evidence of voluntary relinquishment as set out in Form 4 of the Schedule or evidence of parental consent to relative adoption as set out in Form 5 of the Schedule;
- (h) the circumstances leading to the application for a Care Order for the child; and
- (i) any efforts made to trace or reunite the child with the parent, guardian or relative of the child, where applicable.

(4) The Regional Director of the Department where the child habitually resides shall

- (a) approve, date and sign the Child Study Report in respect of the child, and
- (b) transmit the Child Study Report to the Authority.

*Adoption Regulations, 2018**In-country Adoption***Qualification for in-country adoption**

33. A person is qualified to adopt a child if that person

- (a) is habitually resident in the country;
- (b) is not less than twenty-five years old and at least twenty-one years older than the child and not more than fifty-five years old at the time of placement of the child;
- (c) is not less than twenty-one years old and not more than sixty-five years old in the case of relative adoption at the time of placement of the child;
- (d) has been declared medically fit;
- (e) has not been convicted of a child related offence or any other offence that may affect the development of the child;
- (f) has a sustainable means of livelihood; and
- (g) subscribes to the basic rights of the child under the Act.

Application for in-country adoption

34. (1) A person who wishes to adopt a child shall apply to the Department in the Region where that person resides as set out in Form 8 of the First Schedule.

(2) The application shall be accompanied with the following:

- (a) a medical report of the applicant as set out in Form 9 of the Schedule;
- (b) a Police Clearance Report in the manner set out in Form 10 of the Schedule;
- (c) the birth certificate of the applicant;
- (d) an income statement or evidence of employment of the applicant;
- (e) completed commitment forms as set out in Form 11 of the Schedule from two guardian ad litem;
- (f) two character references or recommendation letters;
- (g) pictures of the prospective adoptive parent, and family and home of the prospective adoptive parent;
- (h) copy of national identification document;
- (i) in the case of relative adoption, consent of the parent of the child as set out in Form 5 of the Schedule and proof of degree of level of consanguinity; and
- (j) photographs and audiovisuals of the applicant.

Adoption Regulations, 2018

(3) An applicant who is married shall file the application jointly with the spouse or with the consent of the spouse of the applicant as set out in Form 12 of the Schedule.

Home study

35. (1) On submission of the application, the Department or accredited agency authorised by the Department shall conduct a home study in respect of the applicant in the community in which the applicant resides.

(2) The home study shall cover the following:

- (a) an assessment of the capacity of the applicant to parent a child who may or may not be accustomed to family life;
- (b) indicate whether members of the family of the applicant are willing to accept the prospective adoptive child; and
- (c) other relevant information for other authorities including the courts.

(3) On completion of the home study of the applicant, the Department or accredited agency authorised by the Department shall prepare a detailed Home Study Report specifying the following:

- (a) information on the applicant supported by necessary documents including birth certificate and evidence of marriage or divorce, where applicable;
- (b) background information on the applicant including
 - (i) childhood experiences, upbringing and interpersonal relationships;
 - (ii) information on other members of the household of the applicant;
 - (iii) attitudes of children and other relatives in the household of the applicant towards the adoption;
 - (iv) social, ethno-cultural, linguistic and religious identity of the prospective adoptive family; and
 - (v) information about the applicant with regards to the commission of a child-related offence or any other offence that may affect the development of a child;
- (c) educational status of the applicant;
- (d) medical report on the health status and health history including the psychosocial status of the applicant;
- (e) employment status and financial sustainability of the applicant;

Adoption Regulations, 2018

- (f) accommodation and community environment;
- (g) motivation to adopt;
- (h) ability to provide care and supervision for the child;
- (i) characteristics of the child the applicant would prefer to adopt and capacity to parent such a child; and
- (j) any other information that may be necessary in the Home Study Report.

Psycho-social services for prospective adoptive parent

36. (1) The Department shall provide psycho-social services to a prospective adoptive parent.

(2) The psycho-social services include the following:

- (a) the provision of relevant information and support to a prospective adoptive parent to enable the prospective adoptive parent to
 - (i) decide whether adoption is the best option for that person, and
 - (ii) understand that adoptive parenthood involves tasks beyond biological parenthood;
- (b) advice on required procedures and documentation; and
- (c) evaluation of the ability and potential of the prospective adoptive parent to satisfy the needs of the child who requires adoption including, where applicable, the acceptance of siblings and children with special needs.

Training for in-country adoption

37. (1) The Department or an agency authorised by the Department shall organise training programmes in accordance with the Training Manual prepared by the Department for applicants before placement.

(2) The training may, where applicable, be organised for groups of applicants or an individual applicant.

(3) The matters to be covered during the training include

- (a) adoption, bonding and attachment;
- (b) upbringing of a child;
- (c) child development issues;
- (d) prevention of child rights violations;
- (e) child participation in family activities; and
- (f) any other matter that the Department may consider relevant.

(4) The Department or a person authorised by the Department shall issue the applicant with a certificate upon completion of the training.

Adoption Regulations, 2018

(5) The Department shall not issue a certificate under subregulation (4) to an applicant unless the applicant has completed at least thirty hours of training as a prospective adoptive parent.

Eligibility and approval of applicant

38. (1) The Department shall

(a) assess an adoption application including the Home Study Report and make recommendations on the eligibility of the applicant for in-country adoption; and

(b) forward the application and recommendations to the Authority.

(2) The Authority shall determine the eligibility of the applicant for in-country adoption and communicate its decision through the Regional Office to the applicant within six weeks of the receipt of the complete application.

(3) Where the Authority determines that an applicant is eligible for in-country adoption, the Authority shall enter the name of that applicant in the Prospective Adoptive Parent Section of the Adoption Register.

(4) Where the Authority determines that an applicant is not eligible for in-country adoption, the Authority shall give reasons.

(5) An applicant who is dissatisfied with a determination made by the Authority may appeal to the Adoption Board within twenty-eight days of receipt of the decision.

Matching for in-country adoption

39. (1) The Authority shall

(a) match an eligible and suitable applicant with an adoptable child based on the needs of the child indicated in the Child Study Report and the Home Study Report on the applicant, and

(b) issue a Placement Proposal as set out in Form 13 of the Schedule for consideration for acceptance by the prospective adoptive parent.

(2) Where the prospective adoptive parent does not accept the matching, the prospective adoptive parent shall provide reasons for declining the match in writing through the Regional Office to the Authority.

Adoption Regulations, 2018

(3) The Authority

- (a) shall re-match the adoptable child with another prospective adoptive parent; and
- (b) may re-match the prospective adoptive parent with another adoptable child.

(4) Where the prospective adoptive parent accepts the matching, the Department shall arrange a meeting between the prospective adoptive parent and the child.

Pre-placement preparation for in-country adoption

40. (1) The Authority or an agency authorised by the Authority shall ensure that

- (a) a child who is the subject of an adoption application is consulted in a manner appropriate with the age and degree of maturity of that child; and
- (b) a child who is matched for adoption is appropriately prepared for the actual adoption placement through
 - (i) counselling and support to enable the child to comprehend the concept of adoption;
 - (ii) adequate introduction to the prospective adoptive parent and the way of life of the prospective adoptive parent, including the use of photographs, electronic communication and letters;
 - (iii) physical contact with the prospective adoptive parent where appropriate; and
 - (iv) appropriate support to facilitate adjustment in the new environment.

(2) A child shall not be placed with a prospective adoptive parent unless the Department has certified that the prospective adoptive parent is suitable to adopt the child.

Pre-adoption placement for in-country adoption

41. (1) The Authority shall confirm a matching of a prospective adoptive parent with an eligible child based on the outcome of the meeting between the child and the prospective adoptive parent.

(2) Where a matching is confirmed, the child shall be placed with the prospective adoptive parent for a period of not less than one month under the supervision of the Department.

Adoption Regulations, 2018

(3) Without limiting subregulation (2), the Department shall not place a child with a suitable prospective adoptive parent unless the Director has issued a Placement Authorisation as set out in Form 14 of the Schedule to the body designated to conduct the physical placement of the child.

Supervision during pre-adoption placement

42. (1) An adoptable child shall be under the supervision of an authorised officer of the Department during the pre-adoption placement period until the adoption process is completed.

(2) The Department shall

(a) consider the wishes of a child who is below fourteen years as specified in Form 15 of the Schedule where the child is capable of forming an opinion; or

(b) obtain the consent of a child who is fourteen years or above to the adoption as specified in Form 16 of the Schedule unless it is impossible for the child to form an opinion.

(3) Where there is a disruption during the pre-adoption placement period,

(a) the prospective adoptive parent shall notify the Department within twenty-four hours of the disruption, and

(b) the Department shall resume care of the child.

Court proceedings for in-country adoption

43. (1) The proceedings in respect of an application for an Adoption Order and the hearing shall be in accordance with the High Court (Civil Procedure) Rules, 2004 (C.I. 47) and the Adoption Rules, 2003 (C.I. 42).

(2) The Department shall prepare a Social Enquiry Report to support an application for Adoption Order and attach a signed and dated authorisation from the Director as set out in Form 17 of the Schedule.

(3) Where the court grants the adoption, the adoptive parent shall

(a) submit a copy of the Adoption Order to the Authority; and

(b) obtain a new birth certificate for the child in accordance with the Adoption Order.

Post adoption services

44. (1) The Department or an accredited agency authorised by the Department shall monitor the adoptive family

(a) every six months during the first two years after the Adoption Order; and

Adoption Regulations, 2018

(b) once a year during the following three years and submit a report on the outcome of the monitoring to the Authority.

(2) The Department or an accredited agency authorised by the Department shall provide appropriate counselling and post adoption services to the adoptive family.

*Inter-country Adoption***Inter-country adoptability**

45. (1) The Authority shall determine the adoptability of a child for inter-country adoption before the initiation of inter-country adoption proceedings in respect of that child and before a particular matching is considered.

(2) A child is eligible for inter-country adoption if

(a) the child is legally adoptable;

(b) efforts to place the child for in-country adoption have not been successful; and

(c) the Authority has issued a Clearance for Inter-country Adoption as set out in Form 18 of the Schedule in respect of that child.

(3) The Authority shall endeavor to place siblings together for adoption and where placement together is not possible, arrange for contact between the siblings, unless where contact is not in the best interest of the siblings.

Child eligible for inter-country adoption

46. (1) Without limiting regulation 45, the name of a child shall not be entered in the Inter-Country Adoptability Section of the Adoption Register unless

(a) in the case of a child of less than two years, three attempts have been made to place the child in-country;

(b) in the case of a child aged two years to five years, two attempts have been made to place the child in-country; or

(c) in the case of a child who is above five years or a child with special needs, one attempt has been made to place the child in-country.

Adoption Regulations, 2018

(2) Despite subregulation (1), where the prospective adoptive parent is a Ghanaian who is resident abroad, the provision in respect of child eligibility in subregulation (1) of regulation 39 shall apply.

(3) Where the name of a child is entered in the Inter-Country Adoptability Section of the Adoption Register and a family member of the child is willing and is capable of caring for the child, the name of the child shall be removed from the Adoption Register by a decision of the Technical Committee and appropriate arrangements shall be made for the family member to care for the child.

Eligibility and suitability for inter-country adoption

47. (1) A person is qualified to apply for inter-country adoption if the person

- (a) is not less than twenty-five years old and at least twenty-one years older than the child;
- (b) is at least twenty-one years old in the case of relative adoption;
- (c) is not more than fifty years old;
- (d) has been declared medically fit by a registered medical practitioner from a registered health institution;
- (e) has not been convicted of a child-related offence or any other offence that may affect the development of the child;
- (f) is of high moral character and proven integrity;
- (g) is eligible to adopt under the national law of that person;
- (h) is capable of providing care and support for the child;
- (i) subscribes to the basic rights of the child under the Act; and
- (j) is resident in a country which is a party to the 1993 Hague Convention or a country that has signed a bilateral agreement with the Republic.

(2) An applicant who is married shall file the application jointly with the spouse or with the consent of the spouse of the applicant as set out in Form 12 of the Schedule.

(3) An applicant for inter-country adoption shall attach to the adoption application

- (a) a Home Study Report;

Adoption Regulations, 2018

- (b) a formal consent or letter of approval from the Authority of the Receiving State to adopt a child from Ghana;
- (c) the Health Certificate of the applicant ;
- (d) a police clearance for the applicant;
- (e) evidence of employment including an income statement;
- (f) a marriage certificate or evidence of marriage, where applicable;
- (g) a copy of national identification;
- (h) spousal consent in the case of a sole applicant who is married as set out in Form 12 of the Schedule, where applicable;
- (i) two character references or recommendation letters;
- (j) a certificate showing evidence of relevant preparation or training for the adoption;
- (k) pictures of the applicant, the family and home of the applicant; and
- (l) completed commitment forms as set out in Form 11 of the Schedule from two guardians ad litem.

Restrictions on inter-country adoption

48. A person shall not be considered for inter-country adoption if that person

- (a) is in a same sex marriage or relationship, or
- (b) is single and not a citizen of Ghana.

Application for inter-country adoption

49. (1) A person who wishes to adopt a child through inter-country adoption shall apply to the Central Authority.

(2) The Central Authority shall conduct a home study and determine the eligibility and suitability of the applicant to adopt a child inter-country.

(3) Where the Central Authority determines that an applicant is eligible and suitable to adopt a child from Ghana, the Central Authority shall issue a Letter of Approval and forward it together with the Home Study Report to the Authority.

(4) The Authority shall acknowledge receipt within five days and advise the Central Authority to procure and complete the application form.

Adoption Regulations, 2018

(5) An application for inter-country adoption shall be made in the English language in accordance with Form 19 of the Schedule and submitted to the Authority through an accredited adoption agency.

(6) The Authority shall consider the application together with the accompanying documents to assess the eligibility and suitability of the applicant to adopt a child from Ghana.

(7) The Authority shall not process an inter-country adoption application unless the application is accompanied with a Letter of Approval issued by the Central Authority of the Receiving State.

Matching for inter-country adoption

50. (1) The Authority shall

(a) match an adoptable child with an eligible and suitable applicant and prepare a placement proposal; and

(b) forward to the applicant through the Authority,

(i) the Child Study Report without identifying information in respect of the child and the family of the child,

(ii) proof of consent,

(iii) the Placement Proposal as set out in Form 13 of the Schedule, and

(iv) the reasons for the placement.

(2) The Central Authority shall where necessary approve the proposed match if the prospective adoptive parent agrees with the proposed match.

(3) Where the prospective adoptive parent does not agree with the match, the prospective adoptive parent shall notify the Authority through the Central Authority of the decision with reasons.

(4) The Central Authority shall notify the Authority of the decision of the prospective adoptive parent.

(5) The Authority

(a) shall re-match the adoptable child with another prospective adoptive parent; and

(b) may re-match the prospective adoptive parent with another adoptable child.

*Adoption Regulations, 2018***Pre-adoption placement for inter-country adoption**

51. (1) A child shall not be placed with a prospective adoptive parent unless regulations 49 and 50 have been complied with.

(2) The child shall be placed with the prospective adoptive parent in the country for a trial period of not less than one month under the supervision of the Department before the commencement of legal proceedings in respect of the child.

(3) Despite subregulation (2), the trial period may be waived in exceptional circumstances where a Medical Board authorised by the Authority determines that the child is in need of specialised medical care outside the country.

(4) The Department shall

(a) supervise the prospective adoptive parent and the child during the trial period, and

(b) prepare a Social Enquiry Report at the end of the trial period.

(5) The Department shall

(a) consider the wishes of a child who is below fourteen years as set out in Form 15 of the Schedule where the child is capable of forming an opinion; or

(b) obtain the consent of a child who is fourteen years or above to the adoption as set out in Form 16 of the Schedule unless it is impossible for the child to form an opinion.

(6) Where there is a disruption during the trial period,

(a) the prospective adoptive parent shall notify the Department within twenty-four hours of the disruption, and

(b) the Department shall resume care of the child.

(7) Where the Authority and the Central Authority of the Receiving State agree that the adoption may proceed, the Central Authority of the Receiving State shall ensure that the child is eligible to enter and reside permanently in the Receiving State.

(8) A child shall not be placed with a prospective adoptive parent unless the Department has certified that the prospective adoptive parent is suitable.

*Adoption Regulations, 2018***Court proceedings for inter-country adoption**

52. (1) An application for an inter-country Adoption Order and other court proceedings in respect of the application shall be conducted in accordance with the High Court (Civil Procedure) Rules, 2004 (C.I. 47) and the Adoption Rules, 2003 (C.I. 42).

(2) The Department shall prepare a Social Enquiry Report to support an application for an Adoption Order and attach an authorisation from the Director as set out in Form 17 of the Schedule.

Transfer of child to Receiving State

53. (1) An adoptive parent shall, after the grant of an Adoption Order,

(a) obtain a new Birth Certificate for the child in accordance with the Adoption Order,

(b) submit to the Authority a copy of the Adoption Order and the new Birth Certificate of the child, and

(c) apply for travel documents for the child.

(2) An adoptive parent shall not take the adopted child out of the jurisdiction without clearance from the Director.

(3) The Adoptive Parent shall notify the Department to take the adopted child out of the jurisdiction in accordance with section 86H of the Act.

(4) The Director shall

(a) process the request in accordance with subsections (3) and (4) of section 86H of the Act; and

(b) issue a Travel Clearance Certificate for the child as set out in Form 20 of the Schedule.

Certificate of Conformity

54. In furtherance of subsection (2) of section 86N of the Act, the Authority shall issue a Certificate of Conformity in the form set out in Form 21 of the Schedule where the adoptive parent satisfies the requirements of regulation 53.

Follow-up reports and post adoption services

55. (1) The Authority shall enter into an agreement with the Central Authority of a Receiving State to provide reports

(a) every six months during the first two years after the Adoption Order, and

(b) once a year during the following three years of the Adoption Order.

Adoption Regulations, 2018

(2) A Central Authority of a Receiving State may delegate the preparation and transmission of the reports to an accredited agency.

*Miscellaneous Provisions***Restrictions on disclosure of information**

56. (1) A person shall not reveal the identity

(a) of an applicant to a parent or relative of a child who is the subject of an adoption application; or

(b) of a parent or relative of a child who is the subject of an adoption application to an applicant

except under a court order.

(2) Information obtained by a person in the course of or relating to an adoption proceeding shall be treated as confidential and shall not be disclosed except where disclosure is necessary for the proper execution of the duties of that person.

(3) A person who contravenes subregulation (1) or (2) commits an offence and is liable on summary conviction to a fine of not less than fifty penalty units and not more than one hundred and twenty five penalty units or to a term of imprisonment of not less than three months and not more than six months or to both.

Adoption Register

57. (1) In furtherance of subsection (1) of section 86ZD of the Act, the Authority shall keep an Adoption Register into which shall be entered the following:

(a) the names of children who are declared adoptable;

(b) the names of children who are in the process of being adopted;

(c) the names of children who have been adopted;

(d) the name of every person who has submitted an application to adopt a child;

(e) the name of every person who has been approved as eligible to adopt a child;

(f) the name of a person who has been approved as suitable to adopt a particular child and the name of that child;

(g) details of any conditions attached to an approval for adoption and of any other information that the relevant decision-maker has been notified of with respect to the adoption;

Adoption Regulations, 2018

- (h) the name of the authorised officer of the Department who prepared the Social Enquiry Report;
- (i) details of an Adoption Order in respect of a particular child and the adoptive parent of the child; and
- (j) details in the original and post adoption birth certificate of an adopted child.

(2) For purposes of reporting to the Minister and fulfilling reporting obligations under the 1993 Hague Convention, the Authority shall on a quarterly basis analyse the data in the Adoption Register having regards to matters including age, legal status, region or origin and health status of the children.

(3) The Authority shall keep the data in the Adoption Register indefinitely and ensure the confidentiality of the information contained in the Adoption Register.

(4) Despite subregulation (3), the Authority shall grant a person access to information in the Adoption Register on the orders of a court.

Interpretation

58. In these Regulations, unless the context otherwise requires,

“adoptable child” means a child referred to under regulation 31;

“Adoption Register” means the Register kept by the Authority which contains information on adoptable and adopted children, as well as prospective adoptive parents and adoptive parents;

“Authority” means the Central Adoption Authority established under section 86P of the Act;

“Central Authority” means

(a) the Central Authority of the Receiving State or a body authorised by that Central Authority; or

(b) a body designated by the Receiving State with which the Republic has a bilateral agreement;

“Child Study Report” means a report on the child prepared by a social worker once a child has been declared adoptable in accordance with regulation 31;

“Contracting State” means a State which is a party to the Hague Convention on the Protection of Children and Co-operation in Respect of Inter-country Adoption, May 1993;

Adoption Regulations, 2018

- “guardian ad litem” means a person identified by an adoptive parent as a guardian for an adopted child in the event of incapacitation of the adoptive parent;
- “guardian who may relinquish or give consent to the adoption of a child” means a relative of a child or a person who has a relationship with the child under special circumstances and has rights and responsibilities towards providing the needs of the child and has the consent of the heads of family of the father and mother of the child to give the child up for adoption;
- “Home Study Report” means the report prepared by a social worker on the social investigation carried out on a prospective adoptive parent;
- “matching” means the process of finding an eligible prospective adoptive parent whose attributes and resources meet the specific needs of a child in need of adoption as outlined in the care plan of the child;
- “non-Contracting State” means a State which is not a party to the Hague Convention on the Protection of Children and Co-operation in Respect of Inter-country Adoption, May 1993;
- “Receiving State” means a State from which a person applies to adopt a child from another State;
- “relative adoption” means the transfer of the rights, responsibilities and obligations in respect of a child to a person related to the child by blood, adoption or marriage with consent from the parent, guardian or relative of the child;
- “trial period” means the period of supervised placement of a child with the prospective adoptive parent to enable the Authority determine the compatibility between a particular child and the prospective adoptive parent prior to the initiation of proceedings in court for an Adoption Order; and
- “siblings” means a group of children who are related to another person by blood, adoption, or affinity through a common legal or biological parent.

Adoption Regulations, 2018

SCHEDULE

FORM IA
(regulation 6 (2)(a))



**APPLICATION FOR ACCREDITATION /
RENEWAL OF ACCREDITATION OF A LOCAL ADOPTION AGENCY**

1. FULL NAME OF AGENCY (indicate Acronym, if any)

.....

2. CONTACT DETAILS OF AGENCY

Physical Address / Location:

.....

.....

Postal Address:

.....

.....

Phone Number:

1..... 2.....

Electronic mail address:

Website address:

Tax Identification Number

3. LEGAL STATUS OF AGENCY

S/No.	Type of certificate	Initial date of registration	Current registration date	Renewal status
1.	Certificate of Incorporation			
2.	Certificate to Commence Business			
3.	Certificate of Recognition			
4.	Certificate of Accreditation (where applicable)			

(Please specify other type of certification)

*Adoption Regulations, 2018***4. PROFILE OF DIRECTORS**

Name of Director	Nationality	Type of National Identification and Number	Telephone Number	Qualification	Designation within agency

5. OBJECT OF AGENCY

.....

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.....

.....

6. ADOPTION SERVICES TO BE PROVIDED BY AGENCY

Tick	Type of adoption service to be provided
	Pre-adoption counselling and training of prospective adoptive parents
	Support the Department to conduct child study and preparation of Child Study Report
	Conduct home study and preparation of Home Study Report
	Preparation of adoptable child for placement
	Preparation of prospective adoptive parent for child placement
	Post placement monitoring of adoptive family
	Post adoption counselling and monitoring of an adoptive family
	Preparation and submission of post adoption monitoring and evaluation report to the Authority
	Liaison services between the Central Authority and adoptive parents
	Any other services relating to adoption determined by the Central Authority
	Others, please specify

*Adoption Regulations, 2018***7. OTHER CHILD WELFARE SERVICES TO BE PROVIDED BY AGENCY**

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.....

8. PROFILE OF STAFF

Name of Staff Member	Title/ Designation	Qualification	Responsibility within Agency

Insert names of staff specifically for adoption services

9. FUNDING SOURCES

NAME OF ORGANISATION	LOCATION OF HEADQUARTERS	CONTACT PERSON	E-MAIL ADDRESS	TELEPHONE NUMBER

Adoption Regulations, 2018

10. PROPOSED OPERATIONAL AREA

District(s):

Region(s):

Physical Address/ Location:

11. REPRESENTATION

Name of Person Completing the Form:

Designation:

Signature: Application date:

Name of Authorised Representative/Designation:

Recommendation of District Director

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

Name Designation

Signature Phone number

Date

Recommendation of Regional Director

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

Name Designation

Signature Phone number

Date

Adoption Regulations, 2018

The form should be submitted to:

THE EXECUTIVE SECRETARY
THE CENTRAL ADOPTION AUTHORITY
MINISTRY OF GENDER CHILDREN AND SOCIAL PROTECTION
P. O. BOX MBO 186
MINISTRIES, ACCRA
GHANA

FOR OFFICIAL USE ONLY

DATE OF RECEIPT

TIME

FEES PAID

MODE OF PAYMENT

REVIEWED BY AUTHORISED OFFICER

SIGNATURE

REMARKS

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

[] ACCREDITATION GRANTED

[] ACCREDITATION NOT GRANTED Reason

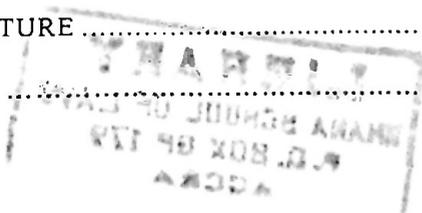
.....

Signature

EXECUTIVE SECRETARY, CENTRAL ADOPTION AUTHORITY

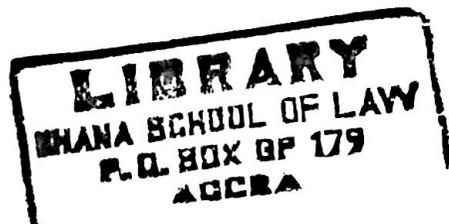
SIGNATURE

DATE



*Adoption Regulations, 2018******Please provide the following documents in support of your application*****

1. Certificate of Incorporation with the Registrar-General's Department of Ghana.
2. Certificate to Commence Business from the Registrar-General's Department of Ghana.
3. Certificate of Recognition from the Department of Social Welfare.
4. Certificate of Accreditation (in case of renewal of accreditation)
5. Any other statutory documents.
6. Recent or past three years' annual activity report, whichever is applicable.
7. Audited financial report for the past three (3) years or the immediate financial year, whichever is applicable.
8. List of current staff providing adoption services, their police criminal clearance and curriculum vitae.
9. A report on the agency's activities in relation to adoption, including programmes, services, research studies and publications, if any.
10. Where applicable, for a local accredited agency collaborating with a foreign adoption agency in the provision of adoption services in Ghana, provide the following of the foreign adoption agency
 - (a) statutory documents on incorporation and operation; and
 - (b) evidence of accreditation by the Central Authority of that State.



*Adoption Regulations, 2018***FORM IB**
(regulation 6 (2)(b))

REPUBLIC OF GHANA

**APPLICATION FOR AUTHORISATION /RENEWAL OF AUTHORISATION
OF A FOREIGN ADOPTION AGENCY****1. FULL NAME OF AGENCY (indicate Acronym, if any)**

.....

.....

2. CONTACT DETAILS OF AGENCY

Physical Address / Location:

.....

.....

Postal Address:

.....

.....

Phone Number:

1. 2.

Email address:

Website address:

Tax Identification Number

3. LEGAL STATUS OF FOREIGN ADOPTION AGENCY

S/No.	Type of certificate	Initial date of registration date	Current Registration	Renewal status
1.	Certificate of Incorporation			
2.	Certificate to Commence Business			
3.	Certificate of Recognition			
4.	Certificate of Accreditation from Receiving State			
5.	Letter of Approval from Receiving State			

(Please specify other type of certification)

Adoption Regulations, 2018

4. FUNDING SOURCES

NAME OF ORGANISATION	LOCATION OF HEADQUARTERS	CONTACT PERSON	E-MAIL ADDRESS	TELEPHONE NUMBER

5. PROFILE OF DIRECTORS

Name of Director	Nationality	Type of National Identification and Number	Telephone Number	Qualification	Designation within Agency

6. OBJECTS OF AGENCY

.....

.....

.....

.....

.....

Adoption Regulations, 2018

7. ADOPTION SERVICES (TO BE) PROVIDED BY AGENCY

Tick	Type of adoption service to be provided
	Pre-adoption counselling and training of prospective adoptive parents
	Support the Department to conduct child study and preparation of Child Study Report
	Conduct home study and preparation of Home Study Report
	Preparation of adoptable child for placement
	Preparation of prospective adoptive parent for child placement
	Post placement monitoring of adoptive family
	Post adoption counselling and monitoring of an adoptive family
	Preparation and submission of post adoption monitoring and evaluation report to the Authority
	Liaison services between the Central Authority and adoptive parents
	Any other services relating to adoption determined by the Authority
	Others, specify

8. OTHER CHILD WELFARE SERVICES (TO BE) PROVIDED BY AGENCY

.....

9. PARTNER AGENCY IN GHANA:

Name of Partner Agency

Physical Address / Location:

.....

Phone Number:

1..... 2.....

Electronic mail address:

Website:

*Adoption Regulations, 2018***10. LEGAL STATUS OF PARTNER ADOPTION AGENCY IN GHANA**

S/No.	Type of certificate	Initial date of registration	Current Registration date	Renewal status
1.	Certificate of Incorporation			
2.	Certificate to Commence Business			
3.	Certificate of Recognition			
4.	Certificate of Accreditation			

11. PROFILE OF STAFF OF PARTNER AGENCY

Name of Staff Member	Title/Designation	Qualification	Responsibility within Agency

Insert names of staff specifically for adoption services

12. (PROPOSED) OPERATIONAL AREA

Location	Physical Location and Address:
District(s)	
Region(s) :	

Adoption Regulations, 2018

13. REPRESENTATION

Name of person completing the Form:

Designation:

Signature: Application date:

The form should be submitted to:

THE EXECUTIVE SECRETARY
THE CENTRAL ADOPTION AUTHORITY
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
P. O. BOX MBO 230
ACCRA - GHANA

FOR OFFICIAL USE ONLY

DATE OF RECEIPT

TIME

FEES PAID

MODE OF PAYMENT NUMBER

REVIEWED BY AUTHORISED OFFICER

SIGNATURE

AUTHORISATION GRANTED

AUTHORISATION NOT GRANTED

REMARKS

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

SIGNATURE

DATE:

Adoption Regulations, 2018

Please provide the following documents in support of your application

1. Certificate of Incorporation with the Registrar-General's Department of Ghana.
2. Certificate to Commence Business from the Registrar-General's Department of Ghana.
3. Certificate of Recognition from the Department of Social Welfare.
4. Certificate of Accreditation of Foreign Adoption Agency.
5. Letter of Approval from Central Authority of Receiving State
6. Any other statutory documents.
7. Recent or past three years' annual activity report, whichever is applicable.
8. Audited financial report for the preceding three (3) years or the immediate financial year, whichever is applicable.
9. List of current staff providing adoption services, their police criminal clearance and curriculum vitae.
10. A report on the agency's activities in relation to adoption, including programmes, services, and research studies and publications, if any.
11. The following details of the local adoption agency with whom the foreign adoption agency is partnering should be provided:
 - (a) statutory documents on incorporation and operations; and
 - (b) evidence of accreditation by the Authority.

Adoption Regulations, 2018

FORM 2A
(regulation 8(2)(a))

CERTIFICATE OF ACCREDITATION FOR LOCAL ADOPTION AGENCY



REPUBLIC OF GHANA

CERTIFICATE OF ACCREDITATION FOR LOCAL ADOPTION AGENCY

This is to certify that is hereby
granted accreditation by the Department of Social Welfare to operate as an adoption agency in
.....
.....Region(s) in Ghana.

ACCREDITATION NUMBER:

DATE ISSUED:

VALID UNTIL:

.....
NAME:

.....
NAME:

EXECUTIVE SECRETARY
CENTRAL ADOPTION AUTHORITY

DIRECTOR OF SOCIAL WELFARE

Adoption Regulations, 2018

FORM 2B
(regulation 8(2)(b))

CERTIFICATE OF AUTHORISATION FOR FOREIGN ADOPTION AGENCY



CERTIFICATE OF AUTHORISATION FOR FOREIGN ADOPTION AGENCY

This is to certify that is hereby
 granted authorisation by the Department of Social Welfare to operate in partnership with
 as an adoption agency in
 Region(s) in Ghana.

AUTHORISATION NUMBER:

DATE ISSUED:

VALID UNTIL:

.....

NAME:

EXECUTIVE SECRETARY
CENTRAL ADOPTION AUTHORITY

.....

NAME:

DIRECTOR OF SOCIAL WELFARE

*Adoption Regulations, 2018***FORM 3**
(regulation 27(3)(e)(ii))

REPUBLIC OF GHANA

**NOTICE TO PARENT, GUARDIAN OR RELATIVE TO SHOW INTEREST
IN CHILD**

To.....
(Name of Parent/ Guardian/ Relative of the child)

Address:
.....

Your child has been in the custody
of the Department of Social Welfare for month(s) from20... to
.....20.....

During the period under review, you have not fulfilled your obligations towards the child,
particularly, by not observing the agreed visiting schedule.

You are hereby requested to show interest in the child within thirty days, in default after
which the child shall be considered abandoned. The Department of Social Welfare may
advise that the child is assessed for adoptability and placed for adoption if you fail to show
interest within the stipulated period.

You may be requested to give consent to the adoption of the child. Failure to give the consent
to adoption of the child may be considered as unreasonable withholding of consent. The
court may accordingly dispense with your consent during the proceedings to grant Adoption
Order for the adoption of the child.

.....
DATE

.....
NAME:

**REGIONAL DIRECTOR,
DEPARTMENT OF SOCIAL WELFARE**

Adoption Regulations, 2018

FORM 4

(regulations 29(7)(c)(i), 29(7)(c)(ii) and 32(3)(g))



REPUBLIC OF GHANA

STATEMENT OF VOLUNTARY RELINQUISHMENT

Read the following statements carefully. Sign below only when you fully understand each statement. You have the right to receive counselling or information, which you may require in order to know about the effects of your decision to relinquish parental rights and responsibility towards your child/ward. You have the right, if you so desire, to receive a copy of this document.

You should not have received any payment or compensation of any kind made, offered or promised for the purpose of the relinquishment.

Particulars of relinquishing parent/guardian

I, the undersigned:

Surname:..... First Name: Other Name:
 Date of Birth: Day.....Month..... Year..... Age
 Occupation: Habitual Residence:
 Telephone Number:
 Type of Identification:..... Identification Number:
 Profile of other children

Name of Child	Date of Birth	Name of Father/ Mother	Habitual residence	National ID Type and Number

Mother [] Father [] Guardian [] of the child:

I have been provided psycho-social services by the Department and declare as follows:

1. That the child identified below

Surname:..... First name: Other Name:
 Sex: Male [] Female []
 Date of Birth: Day.....Month..... Year..... Age

Adoption Regulations, 2018

Place of Birth:

Habitual Residence:

whom I conceived/cared for with *(details of other parent/guardian)*

Surname: First Name: Other Name:

Date of Birth: Day..... Month..... Year..... Age.....

Occupation: Habitual Residence:

Telephone Number.....

Type of National Identification:..... Identification Number.....

Mother [] Father [] Guardian [] of the child:is my

(relationship with child)(attach evidence of relationship)

2. I am relinquishing my rights and responsibilities towards the child.

Give reason(s) for relinquishing rights and responsibilities towards the child:

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

3. I, freely without threat or coercion, relinquish my rights and responsibilities towards this child to the State.

4. I relinquish my rights and responsibilities as a result of

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

5. I have been informed of the implications of relinquishing my rights and responsibilities towards the child to the State.

6. I understand that the said relinquishment will terminate my parental rights and responsibilities towards the child.

7. The Department had provided me a total ofdays to reconsider and confirm my decision to relinquish my rights and responsibilities towards the child.

Adoption Regulations, 2018

8. I confirm my decision to relinquish my parental rights and responsibilities towards the child.

9. I have been informed that I may withdraw my decision before an Adoption Order is granted in respect of the child and that after an Adoption Order is granted, my decision will be irrevocable.

I certify that the contents of this form were read and explained to me in the language to my understanding by of the Department of Social Welfare.

Signature:

Name:

Date:

or

Mark

LTP

RTP

FOR OFFICIAL USE ONLY

I of the Department of Social Welfare in the Region, hereby declare that on the day of, I read and explained the contents herein in the language to the above signed parent/guardian of the child and s/he seemed perfectly to understand and approve of the same before executing it.

.....
Signature of Social Welfare Officer/Case Manager

Endorsed by Signature Date.....

District Director of Social Welfare

Proof of relationship attached (photocopy of Birth Certificate, birth record, weighing card of child etc.)

Adoption Regulations, 2018

**CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST TO
THE VOLUNTARY RELINQUISHMENT**

I hereby certify that the parent/guardian named above appeared before me thisday
of..... atand signed this document in my presence.

Before me

Notary Public

Date...../...../.....

Adoption Regulations, 2018

FORM 5

(regulations 29(7)(c)(iii), 30(2)(a), 32(3)(g) and 34(2)(i))



REPUBLIC OF GHANA

PARENTAL CONSENT TO RELATIVE ADOPTION

This form is to be completed by each parent /guardian of the child in the case of relative adoption.

In furtherance of an application made by and for adoption in respect of I of the mother/ father/ guardian of the child,

Full name:..... [] Male [] Female
Date of birth:...../...../.....
Place of birth:.....
Nationality:.....
Type of Identification: Identification Number:.....

State as follows:

- 1. I understand that the effect of an Adoption Order will be to terminate permanently my/our rights and responsibilities as parent/guardian and to transfer them to the applicant, and in particular, I understand that, if an Adoption Order is made, I shall not see or contact the child or have him/her returned to me.
2. I understand that the Court cannot make an Adoption Order without the consent of the parent or guardian of the child unless the Court dispenses with the consent.
3. I further understand that when the application for an Adoption Order is heard, this document may be used as evidence of my consent to the making of the Order unless I inform the Court that I no longer consent.
4. I consent to the adoption in respect of the above named child.
5. As far as I know, no other person or body has taken part in the arrangements to place the child in the care and possession of the applicant(s) except..... of
6. I have not received any material, financial or any other form of compensation or promise of a reward to influence my consent to an adoption in respect of the child.

Adoption Regulations, 2018

[] I have attached proof of my relationship to the child and a copy of my/our national identification.

Name of Consenting Parent/Guardian.....

Signature.....

Date.....

Left Thumb Print	Right Thumb Print
------------------	-------------------

DECLARATION

(where required by law or by the circumstances, e.g. in the case of illiterate or persons with disability).

Iof the Department of the Social Welfare have read and explained the content of this document in the language to the above named person.....and..... consenting to the adoption ofand he/she appeared to fully understand the content herein before signing/making his/her mark.

Signature:

I certify that the contents of the form were read and explained to me in the language to my understanding by of the Department of Social Welfare.

Signature:

Name:

Date:

Left Thumb Print	Right Thumb Print
------------------	-------------------

Adoption Regulations, 2018

**CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST TO
THE CONSENT**

I hereby certify that the declarant named above appeared before me thisday
of..... atand signed this document in my presence.

Before me

Notary Public

Date...../...../.....

Adoption Regulations, 2018

FORM 6
(regulation 31(4)(a))

CERTIFICATE OF CHILD ADOPTABILITY



REPUBLIC OF GHANA

Adoptable Children's Register No:

The Technical Committee of the Central Adoption Authority on considering the information available to it at its meeting of, 20 declared the child

Name of Child: Date of Birth20

ADOPTABLE

This is to certify that the child,

as of, 20 is available for adoption

Issued pursuant to the provisions of section 86W (1)(a) of the Children's Act, 1998 (Act 560).

On this day of20

.....
[NAME]
Executive Secretary
Central Adoption Authority

*Adoption Regulations, 2018***FORM 7**
(regulation 32(3)(e))

MEDICAL HISTORY OF CHILD
(To be completed by a registered medical practitioner)

If the information in question is not available please state "unknown"

Name of the child:			
Date of Birth:			
Sex:			
Place of Birth:			
Nationality:			
Name of Mother:			
Mother's Date of Birth:			
Name of Father:			
Father's Date of Birth:			
Name of medical institution:			
Weight at birth:	kg.	At Admission:	kg.

Adoption Regulations, 2018

Length at birth:	cm.	At Admission:	cm.
Was the pregnancy normal? <input type="checkbox"/> Yes			
<input type="checkbox"/> No			
<input type="checkbox"/> Do not know			
Was the delivery normal?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know			
APGAR Score / Index			
Previous stays (eg parents, foster homes, residential facility)			
<input type="checkbox"/> with his/her mother from to			
<input type="checkbox"/> with his/her father from to			
<input type="checkbox"/> with relations from to			
<input type="checkbox"/> with fit person from to			
<input type="checkbox"/> in residential home for children from to			
<input type="checkbox"/> in hospital from to			
Additional information			
.....			
.....			
.....			
.....			
.....			
Has the child had any diseases since placement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know			
(If yes, please indicate the age of the child in respect of each disease, as well as any complication)			
.....			
.....			

Adoption Regulations, 2018

Age	Disease	Complication
	Ordinary children's disease (chicken pox, rubella, mumps)	
	Tuberculosis	
	Convulsion (incl. febrile convulsions)	
	Exposure to contagious disease	

Has the child been vaccinated against any of the following disease:

Yes No Do not know

If Yes:

Tuberculosis (B.C.G.)?

Date of injection:

Diphtheria?

Date of injection:

Tetanus?

Date of injection:

Poliomyelitis?

Date of injection:

Meningitis

Date of injection:

Hepatitis B?

Date of injection:

Adoption Regulations, 2018

Other immunisations?		Date of injection:
Has the child ever been treated in hospital?		
[] Yes [] No [] Do not know		
If yes, state hospital, age of child at the point of treatment, diagnosis, and treatment:		
Give if possible a description of the mental development, behaviour and skills of the child.		
Development	Behaviour	Age
Visual [] unknown	When was the child able to fix?	
Aural [] unknown	When was the child able to turn its head after sounds?	
Motor [] unknown	When was the child able to sit by herself/ himself? Say single words? Say sentences?	
Language	When did the child start to smile?	

Adoption Regulations, 2018

<input type="checkbox"/> unknown	How does the child react towards strangers? How does the child communicate with adults and other children?	
Emotional <input type="checkbox"/> unknown	How does the child show emotions (anger, uneasiness)?	

MEDICAL EXAMINATION OF THE CHILD

DATE OF THE MEDICAL EXAMINATION

I. NAME OF THE CHILD	Weight:	KG	DATE:
	Height:	CM	DATE:
	Head circumference	CM	DATE:
Colour of hair:		Colour of eyes:	
Colour of skin:			
Through my complete clinical examination of the child, I have observed the following evidence of disease, impairment or abnormalities of :			

Adoption Regulations, 2018

Head (form of skull, hydrocephalus, craniotabes, microcephaly)
Mouth and pharynx (harelip or cleft palate, teeth)
Eyes (vision, strabismus, infections)
Ears (infections, discharge, reduced hearing, deformity)
Organs of the chest (heart, lungs)
Lymphatic glands, (adenitis)

Adoption Regulations, 2018

Abdomen (hernia, liver, spleen)
Genitals (hypospadias, testis, retention)
Spinal column (kyphosis, scoliosis)
Extremities (pes equinus, valgus, varus, pectus excavatus, flexion of the hip, spasticity, paresis)
Skin (eczema, infections, parasites)
Other diseases?
Are there any symptoms of sickle cell disease in the child?
Result of sickle cell disease reaction made (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> Not done <input type="checkbox"/> Negative
Any symptoms of tuberculosis?

Adoption Regulations, 2018

Result of tuberculin test made (date and year):

Positive Negative Not done

Any symptoms of Meningitis?

Results of tests for Meningitis made (date and year):

Positive Negative Not done

Any symptoms of Hepatitis B?

Result of tests for HBs Ag (date and year):

Positive Negative Not done

Results of tests for anti-HBs (date and year).....

Positive Negative Not done

Results of tests for HbeAg (date and year):

Positive Negative Not done

Results of tests for anti-Hbe (date and year)

Positive Negative Not done

Any symptoms of AIDS?

Adoption Regulations, 2018

Result of HIV test made (date and year):
<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done
Symptoms of any other infectious disease?
Does the urine contain:
Glucose?
Albumen?
Protein?
Stools (diarrhoea, constipation):
Examination for parasites:
<input type="checkbox"/> Positive(specify): <input type="checkbox"/> Negative <input type="checkbox"/> Not done
Is there any mental disease or retardation of the child?

Adoption Regulations, 2018

Give a description of the mental development, behaviour and skills of the child, this is of particular value for advising the prospective adoptive parents.

Any additional comments?

Date:

Signature and stamp of registered medical practitioner:

Name (in CAPITAL letters):

Qualifications:

Address:

Telephone Number:

NOTE: PLEASE ATTACH LABORATORY REPORTS

Adoption Regulations, 2018

FORM 8
(regulation 34(1))



REPUBLIC OF GHANA

APPLICATION FOR IN-COUNTRY ADOPTION

1. Details of applicant:

- (a) Name of applicant in full:
- (b) Sex: male female
- (c) Date of birth:
- (d) Marital status single married separated divorced widowed
- (e) Do you have children of your own? yes, if yes specify no
- (f) Nationality:
- (g) Place of residence:
- (h) Residential Address:
- (i) Postal Address:
- (j) Telephone number:
- (k) Email address:
- (l) National Identification type: National Identification Number
- (m) Occupation:
- (n) Current employment/place of work:
- (o) Have you been convicted of any offence, including a child related offence? yes no
- (p) Have you lived outside Ghana before? Yes. If yes, where... No
- (q) Has your integrity ever been questioned? No Yes.

If yes, please provide details

.....

.....

.....

.....

2. Type of application sole applicant joint application with consent of spouse.
If joint or with spousal consent, please complete 3 below

3. Details of applicant's spouse

- (a) Name of spouse (in full):
- (b) Sex: male female
- (c) Date of birth:

Adoption Regulations, 2018

- (d) How long have you been married?:
- (e) Relationship to children of above named applicant biological children other. Please specify.....
- (f) Nationality:
- (g) Place of residence:
- (h) Residential address:
- (i) Postal address:
- (j) Telephone number:
- (k) Email address:
- (l) National Identification Type: National Identification Number.....
- (m) Occupation:
- (n) Current employment/place of work:
- (o) Highest qualification is:
- (p) Have you been convicted of any offence, including a child related offence? Yes No
- (q) Has your integrity ever been questioned? Yes No
If yes, please provide details

.....

4. I/ We want to adopt a child with preference for the following profile:

- (a) Sex: Male Female
- (b) Age range: 0-2 years; 2-6 years; 6-10 years; 10-17 years
- (c) Any other characteristics (please specify):

5. Details of Guardian ad litem

- (a) Full name:
- Sex: male female
- Date of birth:
- Residential address:
- Postal address.....
- Telephone number:
- Email address:
- National Identification Type:..... National Identification Number:

- (b) Full name:
- Sex: male female
- Date of birth:
- Residential address:
- Postal address:
- Telephone number:
- Email address:
- National Identification Type:..... National Identification Number:.....

Adoption Regulations, 2018

6. Details of applicant's family physician

Name of medical practitioner.....
Period of relationship.....
Address.....
Phone number.....

7. Applicant's preferred choice of communication

- Text message (phone number).....
- Email address
- Postal address
-
-

Please attach the following:

- Evidence of marriage, if applicable
- Birth certificate(s)
- Medical report/certificate (Form 9)
- Police Clearance Report (Form 10)
- Evidence of employment/income
- Two reference letters
- Copy of national identification
- Spousal consent (Form 12), if application with consent of spouse
- Statements of Commitment from two guardians ad litem (Form 11)
- In case of relative adoption, proof relationship with the child
- Photographs and audio recordings of the family and home of the applicant

The form should be submitted to:

THE REGIONAL DIRECTOR,
DEPARTMENT OF SOCIAL WELFARE,
P. O. BOX

Adoption Regulations, 2018

CERTIFICATION

My/our statements on this form, and any attachment to it, are true, complete, and correct to the best of my/our knowledge and belief and are made in good faith. I/we understand that making statements, which I know to be false at the time of the declaration, will result in the rejection of my/our application or revocation of the Adoption Order (section 86B of the Children's Act, (Act 937).

(1)
Signature Date

(2)
Signature Date

Notes:

The form together with its attachment should be submitted to the nearest office of the Department of Social Welfare in the Region where you habitually reside. You will receive a message acknowledging receipt of your application by the Department and an authorised officer will call on you for further instructions and to conduct a home study.

Adoption Regulations, 2018

FORM 9
(regulation 34(2)(a))



REPUBLIC OF GHANA

MEDICAL REPORT ON PROSPECTIVE ADOPTIVE PARENT
(To be completed by a registered medical practitioner)
PERSONAL MEDICAL HISTORY

Medical Questionnaire

A. Name in full
Date of birth
Purpose

B. Have you ever

(i) had persistent coughs for more than one (1) week?
YES [] NO []. If yes, what was the diagnosis?

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

(ii) been in contact with someone with a chronic cough?
YES [] NO []. If yes, what was the diagnosis?

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

(iii) had asthma, tuberculosis, pneumonia or any other chest complaint?
YES [] NO []. If yes, please give details.

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

Adoption Regulations, 2018

(iv) had high blood pressure (hypertension), shortness of breath (difficulty in breathing) a palpitation or any heart complaint. YES [] NO []. If yes, please give details.

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

(v) had recurrent abdominal pain, indigestion (feel bloated up), gastric or duodenal ulcer, hiccups or any stomach complaints? YES [] NO []. If yes, please give details.

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

(vi) had chronic or recurrent diarrhoea, weight loss, night sweats, infections or swollen glands? YES [] NO []. If yes, please give details.

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

(vii) had recurrent bone, joint pains, jaundice, anaemia, rheumatism or pneumatic fever? YES [] NO []. If yes, please give details.

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

(viii) had excessive passage of urine especially at night, excessive drinking and eating associated with weight loss? YES [] NO []. If yes, please give details.

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

Adoption Regulations, 2018

(ix) had recurrent headaches, convulsions, fits sudden loss consciousness, mental or nervous illness, difficulty in sleeping? YES [] NO []. If yes, please give details.

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

C. (i) Have you ever been hospitalised? YES [] NO []. If yes, please give details.

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

(ii) Have you ever been involved in any accident or had any major injuries? YES [] NO []. If yes, please give details.

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

(iii) Are you taking any drugs regularly? YES [] NO []. If yes, please give details.

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

(iv) Do you smoke? YES [] NO []. If yes, what do you smoke and how many units per day?

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

(v) Do you drink alcohol? YES [] NO []. If yes, what type of alcohol and how much do you consume per day?

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

Adoption Regulations, 2018

(vi) Does any member of your family i.e. father, mother, brother or sister of the same parents have any of the disease listed below? PLEASE TICK WHERE APPLICABLE

Hypertension

Diabetes Mellitus

Tuberculosis

Peptic Ulcer

Asthma

Recurrent Headache

Sickle Cell Disease

Others, please specify

If yes, please give details

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

(vii) Does any member of your family have any chronic illness or sickness? YES NO . If yes, please give details.

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

(viii) Do you have any any record of vaccinations: e.g. BCCR, Tetanus, CSM, and Typhoid YES NO . If yes, please give details.

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

Adoption Regulations, 2018

Declaration: I understand that any information answers or omissions in answers to the forgoing questions may lead to my application being rejected.

Signature:
(Applicant)

Name of examining physician (in block capitals):

DR.

Signature:

Telephone Number

Official Stamp:

Date:

MEDICAL EXAMINATION FORM

PURPOSE:

GENERAL APPEARANCE:

E.N.T:

TEETH:

CARDIAC SYSTEM:

PULMONARY SYSTEM:

ABDOMEN:

NERVOUS SYSTEM:

DERMATOLOGICAL STATUS:

MUSCULOSKELETAL SYSTEM:

IMMUNIZATION STATUS:

Adoption Regulations, 2018

LAB: HB:WBC:.....MPS:.....

URINE R/E:FBS:.....

STOOL R/E:.....WIDAL:.....

HbSAg, HbA (antibody & IGM)

HIV:.....

CHEST X-RAY:.....

RECOMMENDATION:.....

.....

.....

Name of examining physician (in block capitals):

DR.

Signature:.....

Official Stamp:

Date:.....

Adoption Regulations, 2018

FORM 10
(regulation 34 (2)(b))



POLICE CLEARANCE FORM
(To be filled by a Police Officer)

1. Details of applicant
 Name of applicant
 Sex: Male Female
 Date of Birth: Day:..... Month: Year:
 Age:
 Address:
 Occupation:

2. To be filled by a Police Officer
 Do you have any Police record on the applicant? Yes No
 If yes, please provide details of the offence and the outcome of investigations or prosecution:

3. Are you aware of any reason why the applicant might not be able to care for an adopted child?

Date:
 Signature:
 Name (in CAPITAL letters):
 Designation :
 Location:
 Address:
 Telephone Number:

Adoption Regulations, 2018

FORM 11
(regulations 34(2)(e) and 47 (3)(1))



**STATEMENT OF COMMITMENT TO BE
GUARDIAN AD LITEM TO A CHILD TO BE ADOPTED**

Whereas
whom I have known since desires
to adopt the child

I,

National Identification Type and Identification Number
(copy attached)

Residential Address

Telephone Number

fully commit myself to provide care, protection and support for the child
..... in case of any incapacitation of the adoptive
parent(s).

I pledge myself to uphold the best interest of the child
at all times.

Should the need arise to consult the Department of Social Welfare on any issue concerning
the child at a point of need beyond my ability, I shall willingly do so.

Signature:
GUARDIAN AD LITEM

Adoption Regulations, 2018

FORM 12

(regulations 34 (3), 47(2) and 47(3)(h))

STATEMENT OF SPOUSAL CONSENT TO ADOPTION
 To be filled by the spouse of a prospective adoptive parent

Read the following statements carefully before completing them. Sign below only when you fully understand each statement. You have the right to receive counselling or information you may want to have about the effects of your consent. You have the right to receive a copy of this document.

You should not have received or been promised any payment or compensation of any kind to obtain your consent to your spouse's application for child adoption.

Particulars of consenting spouse

I,

Family Name:

First Name(s):

Date of Birth: Day..... Month Year..... Age:

Place of Birth:

National Identification Type:

National Identification Number.....

Place of Habitual Residence:

Sex: [] Male Female []

Declare as follows:

Particulars of spouse (applicant)

Family name:

First name(s):

1. I freely consent, without threat or coercion, for my spouse to adopt a child from Ghana.
2. I understand that the adoption will terminate the pre-existing legal parent-child relationship between the child, and the birth mother and birth father.
3. I understand that giving my consent to the adoption of the child by my spouse, or my spouse and I shall jointly assume parental responsibility and shall relate to the child as parents, as if born naturally by my spouse and me.
4. I declare that I have read and fully understood the content herein and consent to my spouse's application to adopt a child.

Adoption Regulations, 2018

Dated thisday of

.....
Signature

Mark

RTP

LTP

DECLARATION

(where required by law or by the circumstances, e.g. in the case of illiterate or persons with disability)

I.....of declare that I have read and explained the contents of this document in the language to the above named consenting spouse and he/she appeared to fully understand the content herein.

Signature:

Date:

CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST THE CONSENT

I hereby certify that the consenting spouse and/or the declarant named above appeared before me thisday of..... atand signed this document in my presence.

Before me

Notary Public

Date...../...../.....

Please attach the following:

1. Police criminal clearance on child abuse related offences
2. Copy of National Identification
3. Médical Report

Adoption Regulations, 2018

FORM 13
(regulations 39(1)(b) and 50(1)(b)(iii))



CHILD PLACEMENT PROPOSAL

The Technical Committee of the Central Adoption Authority in pursuance of sections 86G and 86W (1)(e) of the Children's Act, 1998 (Act 560) and in accordance with Articles 15 and 16 of the Hague Convention on the Protection of Children and Co-operation in respect of Inter country Adoption, at its meeting of 20 matched:

Name of Child
Date of Birth
Address
to

Name of Prospective Adoptive Mother.....
National Identification Number and type of identification
Citizen of
Address:
.....and

Name of Prospective Adoptive Father
National Identification Number and type of identification
Citizen of
Address

Decision of Prospective Adoptive Parent

I,..... accept/ do not accept the child
..... proposed for placement with me.

Name:.....

.....
Signature, Prospective Adoptive Parent

Adoption Regulations, 2018

Left Thumb Print	Right Thumb Print
------------------	-------------------

I,..... accept/do not accept the child
 proposed for placement with me.

Name:.....

.....
 Signature, Prospective Adoptive Parent

Left Thumb Print	Right Thumb Print
------------------	-------------------

.....
 Signature,
 Executive Secretary
 Central Adoption Authority

NOTE: Please find attached the Child Study Report of the child
 Please review the Child Study Report and endorse it if you accept the child to be placed with you.
 Return a copy of the endorsed Child Study Report and your decision to the Central Adoption Authority in Ghana.

Adoption Regulations, 2018

FORM 14
(regulation 41(3))



PLACEMENT AUTHORISATION

The Technical Committee of the Central Adoption Authority in pursuance of sections 86G and 86W (1)(e) of the Children's Act, 1998 (Act 560) and in accordance with Articles 15 and 16 of the Hague Convention on the Protection of Children and Co-operation in respect of Inter-country Adoption, at its meeting of 20..... approved the placement of the child with Prospective Adoptive Parents and

The Regional Director of the Department of Social Welfare is authorised to entrust
 Name of Child
 Date of Birth
 Address

to

Name of Prospective Adoptive Mother.....
 National Identification Number and type of identification
 Citizen of
 Address:

and

Adoption Regulations, 2018

Name of Prospective Adoptive Father

National Identification Number and type of identification

Citizen of

Address

Regional Director / Adoption Agency shall submit the pre-adoption placement reports in accordance with section 86 G (5) of the Children's Act, 1998 (Act 560) informing the Authority of the progress on the placement from the date of entrustment of the child to the prospective adoptive parents until the issuance of an Adoption Order in favor of the adoptive parents.

.....

Signature
 (Regional Director)
 Department of Social Welfare

Adoption Regulations, 2018

FORM 15

(regulations 42(2)(a) and 51(5)(a))



STATEMENT OF CHILD'S OPINION TO ADOPTION

INSTRUCTIONS

This statement must be administered by an authorised official of the Department of Social Welfare to seek the opinion of a child below fourteen (14) years of age, who can express an opinion on the adoption by a prospective adoptive parent with whom the child has been matched and accepted.

The Officer administering this consent must provide counselling and relevant information about the effects of consenting to be adopted by a prospective adoptive parent to the child. The child may be given a copy of this document.

The child should not have received or been promised any payment or compensation of any kind to obtain this opinion to the adoption.

Having counselled and discussed the content of this document with

Surname of the child: First Name: Other Name
Date of birth: Day..... Month Year..... Age:

Place of birth (if known):
Habitual residence:
Sex: [] Male Female []

The child expressed the following opinion:

1. I understand that I have the right to participate in decisions that affect me.
2. I freely consent, without threat or coercion, to be adopted by

Surname.....
 First name: Other name.....
 Date of birth: Day..... Month..... Year..... Age:
 Place of birth:
 Habitual residence:

Adoption Regulations, 2018

and

Surname.....

First name:..... Other name.....

Date of birth: Day..... Month..... Year..... Age:.....

Place of birth:

Habitual residence:

3. I understand that my adoption will create a permanent parent-child relationship with my adoptive parent(s).
4. I understand that my adoption will terminate the pre-existing legal parent-child relationship between myself, and my birth mother and birth father.
5. I have been informed that I may withdraw my consent before the Adoption Order is granted and that after the Adoption Order has been granted, my consent will be irrevocable.

Dated this day of 20.....

.....
Signature of the child

Mark of the child

RTP

LTP

DECLARATION (*where required by law or by the circumstances, e.g. in the case of illiterate or persons with disabilities*)

I of
 have read and explained the content of this of document in the.....
 language to the above named child who is expressing his/her opinion on consenting to his/
 her adoption by prospective adoptive parents and
 and he/she appeared to fully understand the
 contents herein before signing/making his/her mark.

Signature:

Adoption Regulations, 2018

**CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST TO
THE CONSENT**

I hereby certify that the child and the declarant named above appeared before me this
day of at
.....and signed this document in my presence.

Before me

Notary Public

Date...../...../.....

Adoption Regulations, 2018

FORM 16
(regulations 42(2)(b) and 51(5)(b))



STATEMENT OF CHILD'S CONSENT TO THE ADOPTION

This form is to be filled by a child if aged 14 years and above.

Read the following statements carefully before completing them. Sign below only when you fully understand each statement.

You have the right to receive any counselling or information you may want to have about the effects of your consent.

You have the right, to receive a copy of this document.

You should not have received any payment or compensation of any kind made or offered to obtain your consent to your adoption.

I understand that I have the right to participate in decisions that affect me

Surname:

First name: Other name

Date of birth: Day..... Month..... Year..... Age:

Place of birth:

Habitual residence:

Sex: [] Male Female []

Declare as follows:

1 I freely consent, without threat or coercion, to be adopted by

Surname:

First name: Other name

Date of birth: Day..... Month..... Year..... Age:

Place of birth:

Habitual residence:

and

Surname:

First name: Other name

Date of birth: Day..... Month..... Year..... Age:

Place of birth:

Habitual residence:

Adoption Regulations, 2018

- 2. I understand that my adoption will terminate the pre-existing legal parent-child relationship between myself, and my birth mother and birth father.
- 3. I understand that my adoption will create a permanent parent-child relationship with my adoptive parent(s).
- 4. I have been informed that I may withdraw my consent until after which my consent will be irrevocable.

I declare that I fully understand the statements of this declaration.

Dated thisday of at

.....
Signature

Mark

LTP

RTP

DECLARATION OF WITNESS (ES)

(where required by law or by the circumstances, e.g. in the case of illiterate or persons with disability)

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

**CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST TO THE
CONSENT**

Name:

Title:

I hereby certify that the person (and the witness (es)) named or identified above appeared before me this date and signed this document in my presence.

Dated this..... day of, at

Signature / Seal

Adoption Regulations, 2018

FORM 17
(regulations 43(2) and 52(2))



AUTHORISATION TO REPRESENT DIRECTOR OF SOCIAL WELFARE

1. The child aged (date of birth)/...../..... was declared adoptable by the Technical Committee of the Central Adoption Authority on the day of 20.....
2. Prospective Adoptive Parents
 - (a) Name
National Identification Number and type; and
 - (b) Name
National Identification Number and type

were declared eligible and suitable to adopt a child on theday of 20....., and suitable to adopt the above named child on theday of 20..... by the Technical Committee of the Central Adoption Authority.
3. The application for adoption of a child by and have satisfied all the pre-adoption processes pursuant to section 86 (1) of the Children's Act, 1998 (Act 560).

Consequently,

I,, Director of Social Welfare, Department of Social Welfare authorise,, the Regional Director of Social Welfare to represent me in court pursuant to the adoption of the child

Declared thisday of 20.....

Signature

Name
Director, Department of Social Welfare
Seal and date

Adoption Regulations, 2018

FORM 18
(regulation 45(2)(c))



CLEARANCE FOR INTER-COUNTRY ADOPTION

In pursuance of section of the Children's Act, 1998 (Act 560), this is to certify that efforts for local adoption have been exhausted for

Name of Child
No. in Adoption Register
Date of Birth..... Sex
Child's Present Address
.....

1st Placement/Matching Date
2nd Placement/Matching Date
3rd Placement/Matching Date

The Technical Committee of the Central Adoption Authority at its meeting of the 20..... declared that placement of the child for in country adoption in accordance with regulation 39 of the Adoption Regulations, 2018 (L. I. 2360) has not been successful and that the Technical Committee has subsequently reviewed information on the above named child and makes further declaration that the child will benefit from inter-country adoption and is therefore cleared and endorsed for inter-country adoption in accordance with regulations 31(5) and 46 of the Adoption Regulations, 2018 (L.I. 2360)

CERTIFICATION

The Technical Committee of the Central Adoption Authority certifies that the above named child has been cleared and endorsed for inter-country adoption.

Signature:
Name (chairperson):
EXECUTIVE SECRETARY
Date:

Adoption Regulations, 2018

FORM 19
(regulation 49(5))



APPLICATION TO CENTRAL ADOPTION AUTHORITY FOR INTER-COUNTRY ADOPTION

I. Details of applicant

- (a) Name of applicant in full:
 - (b) Sex: Male Female
 - (c) Date of birth:
 - (d) Marital status Single Married Separated Divorced Widowed
 - (e) Do you have children of your own? Yes No
 - (f) Nationality:
 - (g) Country/city of residence:
 - (h) Residential Address:
 - (i) Postal Address:
 - (j) Telephone number:
 - (k) Email address:
 - (l) National Identification type:National Identification Number.
 - (m) Occupation:
 - (n) Current employment:
 - (o) Highest educational qualification is:
 - (p) Have you been convicted of any offence, including child related offence? Yes No
 - (q) Has your integrity ever been questioned? Yes No
- If yes, please provide details
-
-
-

2. Type of application sole applicant joint application with consent of spouse
If joint or with spousal consent, please complete 3 below.

3. Details of applicant's spouse

- (a) Name of spouse (in full)
- (b) Sex: Male Female
- (c) Date of birth:.....
- (d) How long have you been married to the above named applicant
- (e) Relationship to children of above named applicant: biological children
other, please specify.....
- (f) Nationality:

Adoption Regulations, 2018

- (g) Country/city of residence:
- (h) Residential address:
- (i) Postal Address:
- (j) Telephone number:
- (k) Email address:
- (l) National Identification type:National Identification Number.
- (m) Occupation:
- (n) Current employment:
- (o) Highest qualification is:
- (p) Have you been convicted of any offence, including a child related offence?
 Yes No
- (q) Has your integrity ever been questioned? Yes No
 If yes, please provide details
-
-
-

4. I /We want to adopt a child with preference for the following:

- (a) Sex: Male Female
- (b) Age range: 0-2; 2-6 years; 6-10 years; 10-17 years
- (c) Any other preference (please specify):

5. Details of Guardian ad litem

- (a) Full name:
- Sex: Male Female
- Date of birth:.....
- Country/city of residence:
- Residential address:
- Postal address:.....
- Telephone number:
- Email address:

- (b) Full name:
- Sex: Male Female
- Date of birth:.....
- Country/city of residence:
- Residential address:
- Postal address:.....
- Telephone number:
- Email address:

Adoption Regulations, 2018

6. Details of applicant's family physician
 Name of medical practitioner
 Period of relationship.....
 Address.....
 Telephone number.....
7. Applicant's preferred choice of communication
 Text message (phone number).....
 Email address
 Postal address

Please attach the following:

- Home Study Report
 Letter of Approval from Central Authority of Receiving State
 Evidence of marriage, if applicable
 Birth certificate(s)
 Medical/ Health Certificate (Form 9)
 Police Clearance Report
 Evidence of employment/ Income
 Copy of National Identification
 Spousal Consent (Form 12), if applicable
 Two reference letters
 Evidence of training as prospective adoptive parent
 Audio-visual recordings or pictures of applicant, applicant's home and family
 Completed Statement Form from two Guardian ad Litem (Form 11)
 In case of relative adoption, proof of fifth level of relationship with child

The form should be submitted to:

THE EXECUTIVE SECRETARY
 THE CENTRAL ADOPTION AUTHORITY
 MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
 P. O. BOX MBO 186
 MINISTRIES
 ACCRA - GHANA

Adoption Regulations, 2018

CERTIFICATION

My/our statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I/we understand that making statements, which I/we know to be false at the time of the declaration, will result in the rejection of my/our application or the immediate revocation of the Adoption Order granted in my/our favour.

.....
Signature

.....
Date

.....
Signature

.....
Date

Note:

The form together with its attachments should be submitted to the Central Adoption Authority. You will receive a message acknowledging receipt of your application by the Central Adoption Authority.

Adoption Regulations, 2018

FORM 20
(regulation 53(4)(b))



TRAVEL CLEARANCE CERTIFICATE FOR ADOPTED CHILD

Pursuant to sections 86H (2) and 86N (3) of the Children's Act, 1998 (Act 560), the Department of Social Welfare has approved your request to travel with your child abroad.

1. Name of the child: Sex:
 Passport Number: Nationality of child:
 Date of Birth:
 Destination Address:.....

2. Name of Adoptive Mother
 Passport Number: Nationality:
 Destination Address:
 Telephone Number:

3. Name of Adoptive Father:
 Passport Number: Nationality
 Destination Address:
 Telephone Number:

This Certification is based on the favourable evaluation of the child's need to travel abroad.

This Certificate is valid for a period of one year provided the conditions under which this Certificate was issued have not changed.

Date of Issue.....
Expiry Date

.....
Signature

Name :
Director, Department of Social Welfare

Adoption Regulations, 2018

FORM 21
(regulation 54)



CERTIFICATE OF CONFORMITY
INTER-COUNTRY ADOPTION

1 - The Undersigned Authority:
 Central Adoption Authority
 Ministry of Gender, Children and Social Protection
 P. O. Box MBO 186
 Ministries, Accra

2- Certification:
 Hereby certifies that the child:

Surname: First name: Other name

Sex: Male [] Female []

Date of birth: Day Month Year Age:

Place of birth:

Habitual residence (prior to adoption):

3. Was adopted according to the decision of the
 High Court by Adoption Order Number:

Date of the decision (Adoption Order):

Judge:

Registrar

4- By the following person(s):

a. Surname of the adoptive parent

Surname of the adoptive parent:

First name(s):

Date of birth: Day Month Year

Place of birth:

Nationality:

Habitual residence at the time of the adoption:

Adoption Regulations, 2018

5. The undersigned Authority certifies that the adoption was made in accordance with the Hague Convention and the Agreement under Article 17, sub-paragraph (c) or in the case of a State with bilateral agreement with the Republic, such agreement in accordance with the Agreement were given by:

(a) Name and address of the Central Authority of the Receiving State:

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

(b) Date of agreement:

(c) Central Adoption Authority
Ministry of Gender, Children and Social Protection
P. O. Box MBO 186

6. The adoption had the effect of terminating the pre-existing legal parent-child relationship and transferring same to the adoptive parent(s) named above in accordance with section 82 of the Children's Act, 1998 (Act 560).

Done at, on20

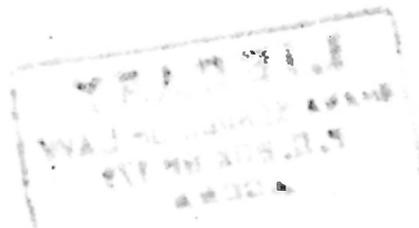
.....
Signature / Seal

of the public authority, body or person designated in accordance with Article 22(1) or (2) of the Hague Convention.

MS. OTIKO AFISAH DJABA
Minister responsible for Social Welfare

Date of *Gazette* notification: 27th June. 2018.

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