

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

ADOPTION ACT

[RSBC 1996] CHAPTER 5

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Part 1 — Introductory Provisions

Definitions and interpretation

1 (1) In this Act:

"aboriginal child" means a child

- (a) who is registered under the *Indian Act* (Canada),
- (b) who has a biological parent who is registered under the *Indian Act* (Canada),
 - (b.1) who is a Nisga'a child,
 - (b.2) who is a treaty first nation child,
- (c) who is under 12 years of age and has a biological parent who
 - (i) is of aboriginal ancestry, and
 - (ii) considers himself or herself to be aboriginal, or
- (d) who is 12 years of age or older, of aboriginal ancestry and considers himself or herself to be aboriginal;

"aboriginal community" means an aboriginal community designated by the minister;

"administrator" means the chief executive officer of an adoption agency or another officer of an adoption agency designated by the agency for the purposes of this Act;

"adoption agency" means a society licensed in accordance with the regulations;

"birth mother" means the person who gives birth to, or is delivered of, a child, regardless of whether her human reproductive material was used in the child's conception, unless the person is a surrogate within the meaning of section 29 of the *Family Law Act*;

"caregiver" means a person with whom a child is placed by a director or an administrator and who, by agreement with the director or the administrator, is authorized to carry out the rights and responsibilities, under the agreement, of the director or the administrator;

"child" means an unmarried person under 19 years of age;

"Convention" means the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption;

"court" means the Supreme Court of British Columbia;

"designated representative", when used in relation to the Nisga'a Lisims Government, an Indian band, an aboriginal community or a treaty first nation, means a representative designated in accordance with the regulations;

"direct placement" means the action of a parent or other guardian of a child placing the child for adoption with one or 2 adults, none of whom is a relative of the child;

"director" means a person designated as a director of adoption under section 76.1 (1) (a) and the Provincial director;

"director of child protection" means a director designated under section 91 of the *Child, Family and Community Service Act*;

"extraprovincial agency" means an official or agency located outside British Columbia and having substantially similar powers as a director in respect of guardianship;

"Indian band" means a band as defined in the *Indian Act* (Canada) and includes a band council;

"openness agreement" means an agreement made under section 59;

"parents' registry" means the registry referred to in section 10;

"post-placement report" means a report to court prepared by a director or an adoption agency;

"Provincial director" means the person designated as the Provincial director under section 76.1 (1) (b);

"registrar general" has the same meaning as in the *Vital Statistics Act*;

"relative" means a person related to another by birth or adoption;

"treaty first nation", in relation to a treaty first nation child, means the treaty first nation of which the child is a treaty first nation child.

(2) A reference to "guardian" in section 13 (1) (c) or in the phrase "parent or other guardian" or "joint guardian" does not include

(a) a director,

(b) an administrator,

(c) a director of child protection, or

(d) the Public Guardian and Trustee.

Purpose of the Act

- 2** The purpose of this Act is to provide for new and permanent family ties through adoption, giving paramount consideration in every respect to the child's best interests.

Best interests of child

- 3** (1) All relevant factors must be considered in determining the child's best interests, including for example:
- (a) the child's safety;
 - (b) the child's physical and emotional needs and level of development;
 - (c) the importance of continuity in the child's care;
 - (d) the importance to the child's development of having a positive relationship with a parent and a secure place as a member of a family;
 - (e) the quality of the relationship the child has with a parent or other individual and the effect of maintaining that relationship;
 - (f) the child's cultural, racial, linguistic and religious heritage;
 - (g) the child's views;
 - (h) the effect on the child if there is delay in making a decision.
- (2) If the child is an aboriginal child, the importance of preserving the child's cultural identity must be considered in determining the child's best interests.

Part 2 — The Process Leading to Adoption

Division 1 — Placement for Adoption

Who may place a child for adoption

- 4** (1) The following may place a child for adoption:
- (a) a director who
 - (i) has care and custody of the child under section 23, or
 - (ii) is the guardian of the child under section 24;
 - (b) an adoption agency;

- (c) a parent or other guardian of the child, by direct placement in accordance with this Part;
 - (d) a parent or other guardian related to the child, if the child is placed with a relative of the child.
- (2) In addition to the authority under subsection (1) (a), a director may, at the request of a director of child protection, place a child for adoption with the person or persons selected by the director of child protection, if
 - (a) the child is in the continuing custody of the director of child protection, or
 - (b) the director of child protection is the child's personal guardian under section 51 of the *Infants Act*.

Who may receive a child for adoption

- 5** (1) A child may be placed for adoption with one adult or 2 adults jointly.
- (2) [Repealed 2017-4-1.]

Before placement by a director or an adoption agency

- 6** (1) Before placing a child for adoption, a director or an adoption agency must
- (a) provide information about adoption and the alternatives to adoption to the parent or other guardian requesting placement,
 - (b) if the parent or other guardian requesting placement wishes to select the child's prospective adoptive parents, provide the parent or other guardian with information about prospective adoptive parents who have been approved on the basis of a homestudy completed in accordance with the regulations,
 - (c) obtain as much information as possible about the medical and social history of the child's biological family and preserve the information for the child,
 - (d) give the prospective adoptive parents information about the medical and social history of the child's biological family,
 - (e) make sure that the child,
 - (i) if sufficiently mature, has been counselled about the effects of adoption, and

- if 12 years of age or over, has been informed about
 - (ii) the right to consent to the adoption,
- (f) make reasonable efforts to obtain any consents required under section 13, and
- (g) make reasonable efforts to give notice of the proposed adoption to
 - (i) anyone who is named by the birth mother as the child's biological father if his consent is not required under section 13, and
 - (ii) anyone who is registered under section 10 in the parents' registry in respect of the proposed adoption.
- (2) A director or an adoption agency may only place a child for adoption with prospective adoptive parents who have been approved to receive placement of a child
 - (a) on the basis of a homestudy completed in accordance with the regulations, if the prospective adoptive parents reside in British Columbia, or
 - (b) in accordance with the laws of the jurisdiction in which the prospective adoptive parents reside, if they reside outside British Columbia.
- (3) Subsection (1) (a), (b) and (g) does not apply to a director placing a child for adoption under section 4 (2).

Discussion with aboriginal communities

- 7** (1) Before placing an aboriginal child for adoption, a director or an adoption agency must make reasonable efforts to discuss the child's placement with the following:
- (a) if the child is registered or entitled to be registered as a member of an Indian band, with a designated representative of the band;
 - (a.1) if the child is a Nisga'a child, with a designated representative of the Nisga'a Lisims Government;
 - (a.2) if the child is a treaty first nation child, with a designated representative of the treaty first nation;
 - (b) if the child is neither a Nisga'a child nor a treaty first nation child and is neither registered nor entitled to be registered as a member of an Indian band, with a designated

representative of an aboriginal community that has been identified by

- (i) the child, if 12 years of age or over, or
- (ii) a parent of the child, if the child is under 12 years of age.

(2) Subsection (1) does not apply

- (a) if the child is 12 years of age or over and objects to the discussion taking place, or
- (b) if the parent or other guardian of the child who requested that the child be placed for adoption objects to the discussion taking place.

(3) An adoption agency must make reasonable efforts to obtain information about the cultural identity of a treaty first nation child before placing the treaty first nation child for adoption if the final agreement of the treaty first nation requires these efforts to be made.

Before a direct placement

- 8** (1) As soon as possible before a direct placement, the prospective adoptive parents must notify a director or an adoption agency, in accordance with the regulations, of their intent to receive a child in their home for adoption.
- (2) As soon as possible after being notified under subsection (1), a director or the adoption agency must
- (a) provide information about adoption and the alternatives to adoption to the parent or other guardian proposing to place the child,
 - (b) obtain as much information as possible about the medical and social history of the child's biological family and preserve the information for the child,
 - (c) give the prospective adoptive parents information about the medical and social history of the child's biological family,
 - (d) prepare, in accordance with the regulations, a pre-placement assessment of the prospective adoptive parents,
 - (e) give a copy of the pre-placement assessment to the prospective adoptive parents and to the parent or other guardian of the child, and

- make sure that the child,
- (f)
 - (i) if sufficiently mature, has been counselled about the effects of adoption, and
 - (ii) if 12 years of age or over, has been informed about the right to consent to the adoption.

Conditions on direct placement

- 9** Prospective adoptive parents may receive a child by direct placement but only if, before the child is received in their home,
- (a) the parent or other guardian placing the child receives a copy of the pre-placement assessment prepared by a director or the adoption agency,
 - (b) the prospective adoptive parents receive a copy of information about the medical and social history of the child's biological family,
 - (c) the prospective adoptive parents have made reasonable efforts to obtain any consents required under section 13, and
 - (d) the prospective adoptive parents have made reasonable efforts to give notice of the proposed adoption to
 - (i) anyone who is named by the birth mother as the child's biological father if his consent is not required under section 13, and
 - (ii) anyone who is registered under section 10 in the parents' registry in respect of the proposed adoption.

Parents' registry

- 10** (1) A parent may, in accordance with the regulations, register on the parents' registry to receive notice of a proposed adoption.
- (2) Notice to a person registered on the parents' registry is properly given if it is sent, in accordance with the regulations, to the address recorded in the registry.

Dispensing with notice of proposed adoption

- 11** (1) On application, the court may dispense with notice of a proposed adoption if it is satisfied
- (a) that it is in the child's best interests to do so, or
 - (b) that the circumstances justify dispensing with the notice.

- (2) An application under this section may be joined with an application for an adoption order.

Notice of placement

- 12** (1) Within 14 days after receiving a child in their home for the purposes of adoption, the prospective adoptive parents must notify in writing a director or an adoption agency.
- (2) Subsection (1) does not apply if a prospective adoptive parent is a relative of the child.

Division 2 — Consents

Who must consent to adoption

- 13** (1) The consent of each of the following is required for a child's adoption:
 - (a) the child, if 12 years of age or over;
 - (b) the child's parents;
 - (c) the child's guardians.
 - (d) [Repealed 2011-25-268.]
- (2) Despite subsection (1) (b), the consent of a biological father who is not presumed to be the child's biological father under section 26 of the *Family Law Act* is not required unless the biological father
 - (a) acknowledges that he is the child's father, and
 - (b) is named by the child's birth mother as the child's father.
- (3) If the child is in the continuing custody of a director of child protection, or a director of child protection is the child's personal guardian under section 51 of the *Infants Act*, the only consents required are
 - (a) the director of child protection's consent, and
 - (b) the child's consent, if the child is 12 years of age or over.
- (4) If a child who has been adopted is to be adopted again, the consent of a person who became a parent at the time of the previous adoption is required, instead of the consent of a person who ceased to have any parental rights and responsibilities at that time.
- (5) If a child has been placed for adoption by an extraprovincial agency and the law of the jurisdiction in which the agency is located is that only the consent of the agency is required for the child's adoption,

that consent and any consent required of the child under subsection (1) are the only consents required.

Birth mother's consent

- 14** A birth mother's consent to the adoption of her child is valid only if the child is at least 10 days old when the consent is given.

Parents under 19 years of age

- 15** A person under 19 years of age may give a legally valid consent to the adoption of a child.

Form of consent to adoption

- 16** (1) A consent to the adoption of a child in British Columbia by a person resident in British Columbia must be in the prescribed form and must be supported by the prescribed documents.
- (2) When a consent to the adoption of a child in British Columbia is required from a person resident outside British Columbia, the consent is sufficient for the purposes of this Act if it is in a form that meets the requirements for adoption consents in the jurisdiction in which the person is resident.

Dispensing with consent

- 17** (1) On application, the court may dispense with a consent required under this Part if the court is satisfied that it is in the child's best interests to do so or that
- (a) the person whose consent is to be dispensed with is not capable of giving an informed consent,
 - (b) reasonable but unsuccessful efforts have been made to locate the person whose consent is to be dispensed with,
 - (c) the person whose consent is to be dispensed with
 - (i) has abandoned or deserted the child,
 - (ii) has not made reasonable efforts to meet their parental obligations to the child, or
 - (iii) is not capable of caring for the child, or
 - (d) other circumstances justify dispensing with the consent.
- (2) Despite subsection (1), the court may dispense with the consent of a child only if the child is not capable of giving an informed consent.

- Before making an order under this section, the court may consider
- (3) any recommendation in a report filed by a director or by an adoption agency.
- (4) An application under this section may be made without notice to any other person and may be joined with any other application that may be made under this Act.

Revocation of consents before placement by a director or an adoption agency

- 18** (1) Before a director or an adoption agency places a child for adoption, a person who consented to the child's adoption may revoke the consent, but only if the revocation
- (a) is in writing, and
 - (b) is received by a director or an adoption agency before the child is placed with prospective adoptive parents by the director or the adoption agency responsible for the child.
- (1.1) A director or an adoption agency who receives a written revocation referred to in subsection (1) must immediately or as soon as practicable provide the written revocation to the director or the adoption agency responsible for the child.
- (2) As soon as possible after receiving the written revocation, the director or the adoption agency responsible for the child must make reasonable efforts to give notice of the revocation to anyone else who consented to the adoption.
- (3) If the person revoking consent had care and custody of the child immediately before giving consent, the child must be returned to that person as soon as possible after the director or the adoption agency responsible for the child receives the written revocation.

Revocation of birth mother's consent within 30 days of birth

- 19** (1) A birth mother may revoke her consent to adoption within 30 days of the child's birth, even though the child has been placed for adoption during that period, but only if the revocation
- (a) is in writing, and
 - (b) is received by a director or an adoption agency before the end of the 30 days.
- (1.1) A director or an adoption agency who receives a written revocation referred to in subsection (1) must immediately or as soon as

practicable provide the written revocation to the director or the adoption agency responsible for the child.

- (2) As soon as possible after receiving the written revocation, the director or the adoption agency responsible for the child must
 - (a) give notice of the revocation to the prospective adoptive parents, and
 - (b) make reasonable efforts to give notice of the revocation to anyone else who consented to the adoption.
- (3) The child must be returned to the birth mother as soon as possible after the prospective adoptive parents are given notice of the revocation.

Revocation of child's consent

- 20** A child may revoke consent to adoption at any time before the adoption order is made.

Revocation of consents given outside British Columbia

- 21** (1) A consent given under the law of another jurisdiction to the adoption of a child in British Columbia may be revoked in accordance with the law of that jurisdiction.
- (2) Subsection (1) does not limit a child's right under section 20 to revoke consent at any time before an adoption order is made.

Court revocation of consents after placement

- 22** (1) After a child is placed for adoption, a consent to the child's adoption may only be revoked by the court or in accordance with section 19, 20 or 21.
- (2) An application to court to revoke a consent to adoption may only be made before an adoption order is granted.
- (3) Notice of the court application to revoke a consent to adoption must be served on everyone who consented to the adoption.
- (4) On application, the court may revoke the consent if it is satisfied that it would be in the child's best interests to do so.
- (5) Failure to comply with an openness agreement is not grounds for the court to revoke a consent to adoption.

Division 3 — Care, Custody and Guardianship

Transfer of care and custody to a director or an adoption agency

- 23** A parent who has care and custody of a child may, in writing, transfer care and custody to a director or the administrator of an adoption agency before
- (a) the child is placed for adoption by the director or the adoption agency, and
 - (b) the parent consents to the child's adoption.

When a director or adoption agency is a guardian

- 24** (1) When consent to the adoption of a child is given by the parent or other guardian who requested a director or an adoption agency to place the child for adoption, the director or the administrator becomes the sole personal guardian of the child until
- (a) an adoption order is made,
 - (b) the consent is revoked, or
 - (c) the guardianship of the director or of the administrator, as the case may be, is terminated under section 24.1.
- (2) When a director or an administrator becomes the sole personal guardian of a child under subsection (1), the Public Guardian and Trustee becomes the child's sole property guardian until, as set out in subsection (1) (a) to (c), the director or the administrator, as the case may be, ceases to be the sole personal guardian of the child.

Terminating guardianship by court order

- 24.1** (1) The following may, in respect of a child, apply to terminate the sole personal guardianship of a director or an administrator:
- (a) the child's parent;
 - (b) a director, if a director is the sole personal guardian of the child;
 - (c) the administrator, if the administrator is the sole personal guardian of the child.
- (2) If an application is made under subsection (1), the following persons must be served notice of the court application:
- (a) each parent of the child affected by the application;
 - (b) the child, if 12 years of age or older;
 - (c) the director, if the director is the guardian of the child and is not the applicant;

- (d) the administrator, if the administrator is the guardian of the child and is not the applicant;
 - (e) the Public Guardian and Trustee;
 - (f) any other person on whom the court considers it appropriate to serve notice.
- (3) The court may grant an exemption from a requirement to serve notice under subsection (2) (a) and (b) if the court considers it appropriate.
- (4) At the conclusion of the hearing, the court must make one of the following orders in the child's best interests:
- (a) that the sole personal guardianship of the director or the administrator, as the case may be, is terminated;
 - (b) that the director or the administrator, as the case may be, remains the sole personal guardian of the child.

Placement by a director or an adoption agency

- 25** If a director or an administrator has care and custody of a child under section 23 or is the guardian of a child under section 24, the director or the administrator may place the child with
- (a) a caregiver, or
 - (b) a prospective adoptive parent who has entered into an agreement under section 77.2 with the director or the administrator.

Transfer of care and custody in direct placement adoptions

- 26** After the conditions in sections 8 (1) and 9 have been met, a parent or other guardian of a child may, in writing, transfer care and custody of the child to a prospective adoptive parent.

What care and custody includes

- 27** (1) In this section:

"health care" means anything that is done for a therapeutic, preventative, palliative, diagnostic, cosmetic or other health related purpose, and includes a course of health care;

"health care provider" includes any person licensed, certified or registered in British Columbia or in another province or state to provide health care.

- (2) A person having care and custody of a child under this Act may
- (a) authorize a health care provider to examine the child, and
 - (b) consent to necessary health care for the child if, in the opinion of the health care provider, the health care should be provided.
- (3) A person having care and custody of a child under this Act may consent to the child's participation in school, social or recreational activities.
- (4) Subsection (2) does not affect a child's right under section 17 of the *Infants Act* to consent to health care.

Joint guardianship in direct placement adoptions

- 28** (1) When consent to adoption is given by a parent or other guardian who places a child by direct placement, the prospective adoptive parent named in the consent becomes a joint guardian of the child with the parent or other guardian named in the consent.
- (2) The joint guardianship terminates when
- (a) the adoption order is made,
 - (b) the consent to the adoption is revoked in accordance with this Part, or
 - (c) the court declares that the prospective adoptive parent's status as joint guardian is terminated.

Part 3 — Court Proceedings

Who may apply to adopt a child

- 29** (1) One adult alone or 2 adults jointly may apply to the court to adopt a child in accordance with this Act.
- (2) One adult may apply to the court to become a parent of a child jointly with another parent.
- (3) Each applicant must be a resident of British Columbia.

A younger child's views

- 30** (1) Before applying to court for an adoption order relating to a child who is at least 7 years of age and less than 12, the applicant must arrange for a person authorized by the regulations to meet the child

privately so the person can make a written report under subsection (2).

- (2) The report must indicate whether the child
- (a) understands what adoption means, and
 - (b) has any views on the proposed adoption and on any proposed change of the child's name.

Notice of application

31 (1) At least 30 days before the date set for hearing an application for an adoption order, the applicant must give written notice of the application as follows:

- (a) to a director or an adoption agency, if the child was placed with the applicant by direct placement or was brought into British Columbia for adoption by a person other than a relative of the child;
- (b) to any person who, by court order or by an agreement enforceable as an order under the *Family Law Act*, has contact with the child or access to the child.

- (2) The notice to the director or the adoption agency must be accompanied by the material or documents to be filed with the court under section 32.

Required documents

32 Before an adoption order is made, the following documents must be filed with the court:

- (a) all the required consents to the adoption, or the orders dispensing with consent or an application to dispense with consent;
- (b) the child's birth registration or, if it cannot be obtained, satisfactory evidence of the facts relating to the child's birth;
- (c) if the child is at least 7 years of age and less than 12, a copy of the report of the child's views prepared in accordance with section 30 or a satisfactory explanation of why the report has not been prepared;
- (d) the post-placement report, if required under section 33;
- (e) any additional information required by the regulations.

Post-placement report

- 33** (1) If a director or an adoption agency is given notice under section 31 or has placed the child for adoption, a director or the agency must file with the court a post-placement report that contains
- (a) either a recommendation that the adoption order should or should not be made or a statement that there is insufficient information to make the recommendation, and
 - (b) the information prescribed in the regulations.
- (2) A director or the adoption agency may file with the court
- (a) any other evidence or information the director or the agency considers necessary to enable the court to determine whether the proposed adoption is in the child's best interests, and
 - (b) a recommendation on any issue relating to the adoption, including whether the 6 month residency requirement in section 35 should be altered or dispensed with.

Court ordered reports

- 34** The court may require a director to inquire into any matter respecting an application for an adoption order that the court considers to be necessary.

Adoption order

- 35** (1) After considering the post-placement report and other evidence filed under section 32, 33 or 34, the court may make an adoption order if it is satisfied that
- (a) the child has resided with the applicant for at least 6 months immediately before the date of the adoption hearing, and
 - (b) it is in the child's best interests to be adopted by the applicant.
- (2) If the post-placement report was completed more than 3 months before the date of hearing the application, no adoption order may be made until the applicant files with the court a written certificate of a director or the adoption agency confirming or modifying the report.
- (3) The court may alter or dispense with the residency requirement after considering any recommendation made by a director or an adoption agency.

Change of name

- 36** (1) The applicant for an adoption order may request the court to change the child's given names or family name.
- (2) If requested by the applicant, the court may change the child's given names or family name in the adoption order, but only
- (a) with the child's consent, if the child is 12 years of age or over, or
 - (b) after considering the child's views, if the child is at least 7 years of age and less than 12.
- (3) A child's consent to a change of name is not required if the court has dispensed with the child's consent to adoption.

Effect of adoption order

- 37** (1) When an adoption order is made,
- (a) the child becomes the child of the adoptive parent,
 - (b) the adoptive parent becomes the parent of the child, and
 - (c) the parents cease to have any parental rights or obligations with respect to the child, except a parent who remains under subsection (2) a parent jointly with the adoptive parent.
- (2) If the application for the adoption order was made by an adult to become a parent jointly with another parent of the child, then, for all purposes when the adoption order is made,
- (a) the adult joins the parent as parent of the child, and
 - (b) any other parent ceases to have any parental rights or obligations with respect to the child.
- (3) If a child is adopted for a second or subsequent time, the adoption order has the same effect on the child, on the new adoptive parent and on the former adoptive parent as it does on the child, on the adoptive parent and on the parents or parent under subsections (1) and (2).
- (4) Subsections (1) to (3) do not apply for the purposes of the laws relating to incest and the prohibited degrees of marriage.
- (5) The family relationships of one person to another are to be determined in accordance with this section, unless this or another enactment specifically otherwise provides or distinguishes between persons related by birth and persons related by adoption.

- An adoption order does not affect an interest in property or a right of the adopted child that vested in the child before the date of the
- (6) adoption order.
 - (7) An adoption order does not affect any aboriginal rights the child has.

Effect on contact or access order or agreement

- 38** (1) When an adoption order is made, any order or agreement for contact with the child or access to the child terminates unless the court orders otherwise under subsection (2).
- (2) The court may, in the child's best interests,
- (a) order that an order, or an agreement enforceable as an order under the *Family Law Act*, respecting contact with the child or access to the child does not terminate, and
 - (b) vary the order or agreement respecting contact with the child or access to the child.

Notice of adoption order

- 39** (1) If
- (a) a parent or other guardian requested a director or an adoption agency to place a child for adoption, a director or the adoption agency must, when the adoption order is made, make reasonable efforts to notify the parent or other guardian that the child has been adopted, or
 - (b) a director of child protection requested a director to place a child for adoption, a director must, as soon as practicable after the adoption order is made, notify the director of child protection and the Public Guardian and Trustee that the child has been adopted.
- (2) Subsection (1) (a) does not apply if the parent or other guardian indicated that they wished not to be notified.

When an adoption order may be set aside

- 40** No adoption order may be set aside except
- (a) as a result of an appeal to the Court of Appeal within the time allowed under the *Court of Appeal Act*, or
 - (b) as a result of fraud, but only if the Supreme Court of British Columbia considers it to be in the child's best interests to set the order aside.

Hearings may be private

- 41** An application under this Act or another Act for an order relating to a child placed for adoption, or an appeal from that order, may be heard and dealt with in the absence of the public.

If parent and new parent do not know each other's identity

- 42** (1) If the identity of a prospective adoptive parent is not known to a parent or other guardian of a child, the identity of the prospective adoptive parent must not be disclosed in a notice or other court document served on the parent or other guardian in connection with
- (a) an application under this or another Act for an order relating to the child, or
 - (b) an appeal of that order.
- (2) If the identity of a parent or other guardian is not known to an adoptive parent, the child may only be identified on an adoption order by the child's birth registration number.
- (3) If the identity of a parent or other guardian of a child and the identity of a prospective adoptive parent or adoptive parent are not known to each other, a court may order that their identities or any information that could reveal their identities not be broadcast or disclosed in any way in any document.
- (4) Subsection (3) applies to any court hearing an application under this or another Act for an order relating to a child placed for adoption or hearing an appeal from such an order.

Confidentiality of court files

- 43** An application for an order under this Act or any document filed in court in connection with the application may be searched only
- (a) by order of the court, or
 - (b) at the request of a director.

Adoption of adults

- 44** (1) One adult alone or 2 adults jointly may apply to the court to adopt another adult.
- (2) The court may make the adoption order without the consent of anyone, except the person to be adopted, as long as the court
- (a) is satisfied that that person, as a child, lived with the applicant as a member of the family and was maintained by

the applicant until the person became self supporting or became an adult, and

(b) considers the reason for the adoption to be acceptable.

(3) An adoption order made with respect to an adult has the same effect as an adoption order made with respect to a child.

Duties of court registrar

45 (1) After an adoption order is made, the registrar of the court must send a copy of the order

(a) to the registrar general, and

(b) if a director or an adoption agency filed a post-placement report, to the director or the agency.

(2) The registrar of the court must provide to the registrar general any information relating to an adoption order that is required under the *Vital Statistics Act*.

Custom adoptions

46 (1) On application, the court may recognize that an adoption of a person effected by the custom of an Indian band or aboriginal community has the effect of an adoption under this Act.

(2) Subsection (1) does not affect any aboriginal rights a person has.

Adoptions outside British Columbia

47 An adoption that has, under the law of another province or of a jurisdiction outside Canada, substantially the same effect in that other jurisdiction as an adoption under this Act has the same effect in British Columbia as an adoption under this Act.

Part 4 — Interprovincial and Intercountry Adoptions

Division 1 — Interprovincial Adoptions and Intercountry Adoptions Outside the Scope of the Hague Convention

Before a child is brought into British Columbia for adoption

48 (1) Before a child who is not a resident of British Columbia is brought into the Province for adoption, the prospective adoptive parents must obtain the approval of a director or an adoption agency.

(2) The director or the adoption agency must grant approval if

- (a) the parent or other guardian placing the child for adoption has been provided with information about adoption and the alternatives to adoption,
 - (b) the prospective adoptive parents have been provided with information about the medical and social history of the child's biological family,
 - (c) a homestudy of the prospective adoptive parents has been completed in accordance with the regulations and the prospective adoptive parents have been approved on the basis of the homestudy, and
 - (d) the consents have been obtained as required in the jurisdiction in which the child is resident.
- (3) The director or the adoption agency must preserve for the child any information obtained about the medical and social history of the child's biological family.

Exceptions

49 Section 48 does not apply to a child who

- (a) is brought into British Columbia for adoption by a relative of the child or by a person who will become an adoptive parent jointly with the child's parent, or
- (b) is a permanent ward of an extraprovincial agency.

Division 2 — Hague Convention on Intercountry Adoptions

Definitions

50 Words and expressions used in this Division have the same meaning as the corresponding words and expressions in the Convention.

Convention is law in British Columbia

- 51** (1) The provisions of the Convention have the force of law in British Columbia as soon as the Convention comes into force in British Columbia.
- (2) Subject to subsection (3) and the regulations, the law of British Columbia applies to an adoption to which the Convention applies.
- (3) If the law of British Columbia conflicts with the Convention, the Convention prevails.

Central Authority

- 52** The Provincial director is the Central Authority for British Columbia for the purposes of the Convention.

Authority of foreign bodies

- 53** If authorized by the Provincial director, a body accredited in a contracting state may act in British Columbia.

Authority to act abroad

- 54** The Provincial director may authorize a body accredited in British Columbia to act in a contracting state.

Conversion of adoptions

- 55** (1) On application by a person resident in British Columbia, the court may make an order converting an adoption referred to in Article 27 of the Convention to have the effect of an adoption under this Act.
- (2) An application for an order under this section must be accompanied by proof that the consents required under Article 27 of the Convention have been given.

Disclosure of information

- 56** Subject to the regulations, the Provincial director may disclose to an adult who, as a child, was adopted in accordance with the Convention any information in the Provincial director's records concerning the adult's origin.

Publication of Convention and effective date

- 57** The Provincial director must publish in Part II of the Gazette a copy of the Convention and the date on which the Convention comes into force in British Columbia.

Part 5 — Openness and Disclosure

Definitions

- 58** In this Part:

"adoptive parent" means a person who adopted a child under this Act or any predecessor to this Act;

"original birth registration" means

- (a) a registration maintained under section 13 (a) of the *Vital Statistics Act*, or
- (b) a registration showing the name of the parent and containing a notation of the adoption and any change of name consequent to the adoption;

"record" has the same meaning as in the *Freedom of Information and Protection of Privacy Act*.

Openness agreements

- 59** (1) For the purpose of facilitating communication or maintaining relationships, an openness agreement may be made by a prospective adoptive parent or an adoptive parent of the child and any of the following:
- (a) a relative of the child;
 - (b) any other person who has established a relationship with the child;
 - (c) a prospective adoptive parent or an adoptive parent of a sibling of the child.
- (2) If a parent or other guardian placed, or requested a director or an adoption agency to place, a child for adoption, an openness agreement may be made only after consent to the adoption is given by the parent or other guardian.
- (3) If the child is of sufficient maturity, the child's views must be considered before the agreement is made.

Post-adoption openness

- 60** (1) Any of the following may, in accordance with the regulations, register with the Provincial director to indicate their interest in making openness agreements:
- (a) an adoptive parent of a child under 19 years of age;
 - (b) a relative of an adopted child under 19 years of age.
- (2) If an adoptive parent of a child under 19 years of age and a relative of the child have both registered under this section, the Provincial director
- (a) may assist them in reaching an openness agreement and may facilitate the exchange of non-identifying information, and

- (b) must, if they wish to exchange identifying information, disclose to each the identifying information provided by the other.

(3) Subsection (2) applies also if an adoptive parent of a child under 19 years of age and an adoptive parent of a sibling of that child have registered under this section.

Disclosure in the interest of a child

61 A director may disclose identifying information to a person if the disclosure is necessary

- (a) for the safety, health or well-being of a child, or
- (b) for the purpose of allowing a child to receive a benefit.

Disclosure when an aboriginal child is under 19

62 (1) A director or an adoption agency may, in a child's best interests, disclose to a prospective adoptive parent or an adoptive parent of an aboriginal child any of the following:

- (a) the name and location of an Indian band, if the child is registered or entitled to be registered as a member of the band;
- (b) the name and location of an aboriginal community, if the child is an aboriginal child and a pre-adoption parent of the child identified that community;
- (c) the location of the Nisga'a Lisims Government, if the child is a Nisga'a child;
- (d) the name and location of the treaty first nation, if the child is a treaty first nation child.

(2) A director may, in a child's best interests and with the written consent of the child's adoptive parents, disclose identifying information so that an aboriginal child can be contacted by the following:

- (a) if the child is registered or entitled to be registered as a member of an Indian band, by a designated representative of the band;
- (a.1) if the child is a Nisga'a child, by a designated representative of the Nisga'a Lisims Government;
- (a.2) if the child is a treaty first nation child, by a designated representative of the treaty first nation;

- (b) if the child is not a treaty first nation child and is neither registered nor entitled to be registered as a member of an Indian band, by a designated representative of an aboriginal community that has been identified
 - (i) by the child, if 12 years of age or over, or
 - (ii) by a pre-adoption parent of the child, if the child is under 12 years of age.
- (3) In exercising his or her power under subsection (2), the director may dispense with any consent required by this section if the adoption has broken down or it is not practical to obtain consent.

Disclosure to adopted person 19 or over

- 63** (1) An adopted person 19 years of age or over may apply to the registrar general for a copy of the following:
- (a) the adopted person's original birth registration;
 - (b) the adoption order;
 - (c) if the adoption occurred under a law of a treaty first nation and a notice has been provided by the treaty first nation under section 12.1 of the *Vital Statistics Act* in respect of that adoption, that notice.
- (2) When an applicant complies with section 67, the registrar general must give the applicant a copy of the requested records unless
- (a) a disclosure veto has been filed under section 65, or
 - (b) a no-contact declaration has been filed under section 66 and the applicant has not signed the undertaking referred to in that section.

Disclosure to pre-adoption parent when adopted person is 19 or over

- 64** (1) If an adopted person is 19 years of age or over, a pre-adoption parent named on the adopted person's original birth registration may apply to the registrar general for a copy of one or more of the following:
- (a) the original birth registration with a notation of the adoption and any change of name consequent to the adoption;
 - (b) the birth registration that under section 12 of the *Vital Statistics Act* was substituted for the adopted person's original birth registration;
 - (c) the adoption order;

- (d) if the adoption occurred under a law of a treaty first nation and a notice has been provided by the treaty first nation under section 12.1 of the *Vital Statistics Act* in respect of that adoption, that notice.
- (2) When an applicant complies with section 67, the registrar general must give the applicant a copy of the requested records unless
 - (a) a disclosure veto has been filed under section 65, or
 - (b) a no-contact declaration has been filed under section 66 and the applicant has not signed the undertaking referred to in that section.
- (3) Before giving the applicant a copy of the requested record, the registrar general must delete the adoptive parents' identifying information.

Disclosure veto and statement

- 65** (1) Either of the following may apply to the registrar general to file a written veto prohibiting the disclosure of a birth registration or other record under section 63 or 64:
- (a) an adopted person who is 18 years of age or over and was adopted under any predecessor to this Act;
 - (b) a pre-adoption parent named on the original birth registration of an adopted person referred to in paragraph (a).
- (2) When an applicant complies with section 67 (a), the registrar general must file the disclosure veto.
- (3) A person who files a disclosure veto may file with it a written statement that includes any of the following:
- (a) the reasons for wishing not to disclose any identifying information;
 - (b) in the case of a pre-adoption parent, a brief summary of any available information about the medical and social history of the pre-adoption parents and their families;
 - (c) any other relevant non-identifying information.
- (4) When a person applying for a copy of a record is informed that a disclosure veto has been filed, the registrar general must give the person the non-identifying information in any written statement filed with the disclosure veto.

- (5) A person who files a disclosure veto may cancel the veto at any time by notifying, in writing, the registrar general.
- (6) Unless cancelled under subsection (5), a disclosure veto continues in effect until 2 years after the death of the person who filed the veto.
- (7) While a disclosure veto is in effect, the registrar general must not disclose any information that is in a record applied for under section 63 or 64 and that relates to the person who filed the veto.

No-contact declaration and statement

66 (1) A pre-adoption parent who is named in an original birth registration and who wishes not to be contacted by the person named as the child in the registration may apply to the registrar general to file a written no-contact declaration.

- (2) An adopted person 18 years of age or over who wishes not to be contacted by a pre-adoption parent named on a birth registration may apply to the registrar general to file a written no-contact declaration.
- (3) When an applicant under subsection (1) or (2) complies with section 67 (a), the registrar general must file the no-contact declaration.
- (4) The registrar general must not give a person to whom a no-contact declaration relates a copy of a birth registration or other record naming the person who filed the declaration unless the person applying has signed an undertaking in the prescribed form.
- (5) A person who is named in a no-contact declaration and has signed an undertaking under subsection (4) must not
 - (a) knowingly contact or attempt to contact the person who filed the declaration,
 - (b) procure another person to contact the person who filed the declaration,
 - (c) use information obtained under this Act to intimidate or harass the person who filed the declaration, or
 - (d) procure another person to intimidate or harass, by the use of information obtained under this Act, the person who filed the declaration.
- (6) A person who files a no-contact declaration may file with it a written statement that includes any of the following:
 - (a) the reasons for wishing not to be contacted;

- (b) in the case of a pre-adoption parent, a brief summary of any available information about the medical and social history of the pre-adoption parents and their families;
 - (c) any other relevant non-identifying information.
- (7) When a person to whom a no-contact declaration relates is given a copy of a birth registration under section 63 or 64, the registrar general must give the person applying the information in any written statement filed with the declaration.
- (8) A person who files a no-contact declaration may cancel the declaration at any time by notifying, in writing, the registrar general.

Applicant must comply with *Vital Statistics Act*

- 67** A person who applies to the registrar general under this Part must
- (a) supply any proof of identity required by the registrar general, and
 - (b) if the application is for a copy of a record, pay the fee required under the *Vital Statistics Act*.

Contact by a director

- 68** In compelling circumstances affecting anyone's health or safety, a director may contact any of the following to share with or obtain from them any necessary information:
- (a) a pre-adoption parent;
 - (b) if the pre-adoption parent is not available, a relative of the pre-adoption parent;
 - (c) an adopted person 19 years of age or over.

Mutual exchange of identifying information

- 69** (1) Any of the following may, in accordance with the regulations, register with the Provincial director to exchange identifying information:
- (a) an adopted person 19 years of age or over;
 - (b) an adult relative of an adopted person 19 years of age or over.
- (2) If an adopted person 19 years of age or over and a relative of the adopted person have both registered under this section, the Provincial director must notify each of them and disclose the identifying information provided by the other.

Director's right to information

- 70** (1) A director has the right to any information that
- (a) is in the custody or control of a public body as defined in the *Freedom of Information and Protection of Privacy Act*, and
 - (b) is necessary to enable a director or an adoption agency to locate a person for the purposes of this Act or is necessary for the health or safety of an adopted person.
- (2) A public body that has custody or control of information to which a director is entitled under subsection (1) must disclose that information to the director on request.
- (3) This section applies despite the *Freedom of Information and Protection of Privacy Act* or any other enactment.
- (4) If requested by a director, a director of child protection must disclose to the director any information that
- (a) is obtained under that Act, and
 - (b) is necessary to enable the director or an adoption agency to exercise the powers or perform the duties or functions given to them under Parts 2, 3 and 4 and sections 61 and 62 of this Act.
- (5) [Repealed 2014-14-15.]

Director's authority to collect information

- 70.1** A director may collect from a person any information that is necessary to enable the director to exercise his or her powers or perform his or her duties or functions under this Act.

Search and reunion services

- 71** (1) An adult who has obtained a record under section 63 or 64 or who was adopted under a law of a treaty first nation apply to the Provincial director for assistance in locating any of the following:
- (a) if the applicant is an adopted person,
 - (i) a pre-adoption parent of the applicant,
 - (ii) an adult adopted sibling of the applicant, or
 - (iii) if a pre-adoption parent of the applicant is dead, an adult birth sibling of the applicant;
 - (b) if the applicant is a pre-adoption parent, an adult adopted child of the applicant.

- (2) A pre-adoption parent who signed a consent to the adoption of a child may apply to the Provincial director for assistance in locating the child, if the child is 19 years of age or over.
- (3) After the death of an adult who, as a child, was adopted under this Act, any predecessor to this Act or a law of a treaty first nation, any of the following may apply to the Provincial director:
 - (a) an adult child or adult grandchild of the deceased;
 - (b) if a child of the deceased is under 19 years of age, the child's surviving parent or guardian.
- (4) An applicant under subsection (3) must provide a copy of the deceased's death certificate and may apply for assistance in locating
 - (a) a pre-adoption parent of the deceased,
 - (b) an adult adopted sibling of the deceased, or
 - (c) if the deceased's pre-adoption parent is dead, an adult birth sibling of the deceased.
- (5) After the death of a pre-adoption parent whose child, who is an adult, was adopted under this Act, any predecessor to this Act or a law of a treaty first nation, another adult child of the deceased may apply to the Provincial director for assistance in locating the applicant's adopted birth sibling.
- (6) An applicant under subsection (5) must provide a copy of the deceased's death certificate.
- (7) No one is entitled to assistance under this section in locating a person who has filed a disclosure veto or a no-contact declaration.
- (8) Subject to the regulations, the Provincial director may provide the assistance requested by an applicant under subsections (1) to (6).
- (9) If a person located by the Provincial director wishes not to be contacted by an applicant, the Provincial director must not disclose any information identifying the name or location of the person.
- (10) If a person located by the Provincial director wishes to be contacted by an applicant, the Provincial director may assist them to meet or to communicate.
- (11) The Provincial director must inform an applicant if the person whom the applicant requested assistance in locating wishes not to be contacted, is dead or cannot be located.

Sharing of information with adoption agencies

- 72** (1) A director may disclose to an adoption agency any information in the records of the director, including information obtained by a director under section 70, if the disclosure is necessary to enable the agency to perform the duties or to exercise the powers and functions given to the agency under this Act.
- (2) An adoption agency must not use or disclose information provided under subsection (1) except for the purpose for which it was provided.

Restriction on use and disclosure of certain information

- 73** Information in the parents' registry and information provided to a director under sections 60, 69, 70 (2) and 71 must not be used or disclosed for any purpose except the purpose for which it was provided.

Freedom of Information and Protection of Privacy Act

- 74** (1) Subject to subsection (2), sections 72 (2) and 73 apply despite any provision of the [*Freedom of Information and Protection of Privacy Act*](#).
- (2) Section 44 (1) (b), (2), (2.1) and (3) of the [*Freedom of Information and Protection of Privacy Act*](#) applies to this Act.

Part 6 — Administrative and Legal Issues

Transfer of care, custody and guardianship

- 75** (1) Subject to an agreement under section 77.1, a director, in writing, may transfer care and custody of a child or guardianship of a child
- (a) to an administrator, or
 - (b) to another director,
- with the consent of the administrator or the receiving director, as the case may be.
- (2) Subject to an agreement under section 77.1, an administrator may, in writing, transfer care and custody of a child or guardianship of a child
- (a) to a director, or
 - (b) to another administrator,

with the consent of the director or the receiving administrator, as the case may be.

Minister's authority to make agreements

76 For the purposes of this Act, the minister may make an agreement with any of the following:

- (a) any Indian band or a legal entity representing an aboriginal community;
- (a.1) the Nisga'a Nation or a Nisga'a Village;
- (a.2) a treaty first nation;
- (b) the government of Canada, the government of a province of Canada or the government of a jurisdiction outside Canada, or an official or agency of those governments;
- (c) Community Living British Columbia established under the *Community Living Authority Act*;
- (d) any other person or persons.

Designation of directors

76.1 (1) The minister may designate

- (a) one or more persons as a director of adoption for the purposes of this Act, and
 - (b) a person as the Provincial director
 - (i) to exercise the powers and perform the duties and functions of the Provincial director that are specifically set out in this Act, and
 - (ii) to exercise any of the powers of a director designated under paragraph (a).
- (2) A designation under subsection (1) must be in writing and may include any terms or conditions the minister considers advisable.
- (3) A director and the Provincial director have jurisdiction throughout British Columbia in the exercise of the powers and in the performance of the duties and functions conferred on them under this Act.

Director's power to delegate

77 (1) Subject to subsections (2) and (3) and the regulations, a director may delegate to any person or class of person any of the director's powers, duties or functions under this Act.

- (2) The delegation of the powers, duties or functions of the director must be in writing and may include any terms or conditions the director considers advisable.
- (3) A delegation of the Provincial director's functions as the Central Authority for the purpose of the Convention must be in accordance with the Convention.

Agreements between directors

77.1 A director may make agreements with other directors.

Agreements with caregivers

77.2 A director or an administrator may, by agreement, authorize a caregiver or a prospective adoptive parent to carry out any of the rights and responsibilities of the director or the administrator, as the case may be, with respect to the care, custody or guardianship of a child placed with the caregiver or the prospective adoptive parent.

Inspection of records

- 78** (1) A person authorized by the Provincial director may, during regular business hours, do one or more of the following:
- (a) enter any premises of an adoption agency and inspect the records and interview its staff to determine if the agency is complying with this Act, the regulations and any conditions of its licence;
 - (b) request records to be produced for inspection;
 - (c) on giving a receipt for it, remove any record from the premises to make copies.
- (2) A person who removes a record must return it within a reasonable time of its removal to the premises from which it was removed.

Protection from liability

- 79** No person is personally liable for anything done or omitted in good faith in the exercise or performance or intended exercise or performance of
- (a) a power, duty or function conferred under this Act, or
 - (b) a power, duty or function on behalf of or under the direction of a person on whom the power, duty or function is conferred under this Act.

Financial assistance

- 80** Subject to the regulations, a director may
- (a) provide financial assistance or other assistance to a person who
 - (i) proposes to adopt or who adopts a child placed for adoption by a director, or
 - (ii) is a guardian, under the *Family Law Act*, of a child who was adopted under this Act, and
 - (b) review, alter or terminate the assistance provided.

Repealed

- 81** [Repealed 2011-25-277.]

Part 7 — Offences and Penalties

Contravening placement requirements

- 82** (1) A person must not place or arrange the placement of a child for the purposes of adoption unless the person is authorized by section 4 to do so.
- (2) A person must not receive a child in their home for the purposes of adoption unless the child has been placed by a person authorized by section 4 to do so.
- (3) A person must not receive a child placed in their home by direct placement unless the person has complied with section 8 (1) and is authorized under section 9 to receive the child.
- (4) A person who contravenes this section commits an offence and is liable to a fine of up to \$5 000.

Contravening interprovincial or intercountry adoption requirements

- 83** A person who contravenes section 48 (1) commits an offence and is liable to a fine of up to \$5 000.

Paying or accepting payment for an adoption

- 84** (1) A person must not give, receive or agree to give or receive any payment or reward, whether directly or indirectly,
- (a) to procure or assist in procuring a child for the purposes of adoption in or outside British Columbia, or

to place or arrange the placement of a child for the purposes of adoption in or outside British Columbia.

- (b)
- (2) Subsection (1) does not apply to any of the following:
- (a) a birth mother receiving from a prospective adoptive parent expenses that do not exceed those allowed under the regulations;
 - (b) a lawyer receiving reasonable fees and expenses for legal services provided in connection with an adoption;
 - (c) a health care provider receiving reasonable fees and expenses for medical services provided to a child who is the subject of an adoption or to the birth mother in connection with the pregnancy or birth;
 - (d) an adoption agency receiving fees and expenses that do not exceed those allowed under the regulations;
 - (e) any other persons prescribed by regulation.
- (3) A person who contravenes this section commits an offence and is liable to a fine of up to \$10 000 or to imprisonment for up to 6 months, or to both.

Advertising

- 85** (1) A person must not publish or cause to be published in any form or by any means an advertisement dealing with the placement or adoption of a child.
- (2) Subsection (1) does not apply to any of the following:
- (a) the publication of a notice under a court order;
 - (b) the publication of a notice authorized by a director;
 - (c) an advertisement by an adoption agency advertising its services only, without referring to specific children;
 - (d) an announcement of an adoption placement or an adoption;
 - (e) other forms of advertisement specified by regulation.
- (3) A person who contravenes this section commits an offence and is liable to a fine of up to \$5 000.

Making a false statement

- 86** (1) A person must not make a statement that the person knows to be false or misleading in an application or in connection with an application

- (a) to register on the parents' registry under section 10 or to register under section 60 or 69,
 - (b) for a copy of a birth registration or other record under section 63 or 64, or
 - (c) to file a disclosure veto under section 65 or a no-contact declaration under section 66.
- (2) A person who contravenes this section commits an offence and is liable to a fine of up to \$5 000.

Contravening a no-contact undertaking

- 87** A person who contravenes section 66 (5) commits an offence and is liable to a fine of up to \$10 000 or to imprisonment for up to 6 months, or to both.

Releasing confidential information for an unauthorized purpose

- 88** A person who contravenes section 42 (1), 72 (2) or 73 commits an offence and is liable to a fine of up to \$5 000.

Offence Act

- 89** Section 5 of the *Offence Act* does not apply to this Act.

Limitation period

- 90** No proceeding for an offence under this Act may be commenced more than 2 years after the facts on which the proceeding is based first came to a director's knowledge.

Part 8 — Regulations

General regulation making power

- 91** (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) respecting when a person is or is not to be considered a resident of British Columbia for the purposes of this Act;
 - (a.1) defining, for the purposes of this Act and the regulations, words or expressions used but not defined in this Act;

- designating representatives of the Nisga'a Lisims
- (b) Government, treaty first nations, Indian bands and aboriginal communities;
 - (c) respecting how notice is to be given under section 8 (1);
 - (d) respecting the efforts to be made by a director or an adoption agency to notify parents or other guardians about whether their children have been placed for adoption;
 - (e) respecting adoption consents and the witnessing of consents;
 - (f) respecting homestudies, pre-placement assessments and post-placement reports;
 - (g) respecting the persons who are authorized to meet with a child for the purposes of making a report under section 30 (2);
 - (h) prescribing additional information to be filed with the court under section 32;
 - (i) limiting or varying the application of the law of British Columbia to an adoption in British Columbia to which the Convention applies;
 - (j) designating the competent authorities for any provision of the Convention;
 - (k) respecting the disclosure of information concerning the origin of a person adopted in accordance with the Convention;
 - (l) specifying how, by whom and the circumstances under which disclosure vetoes and no-contact declarations may be filed on behalf of persons who are incapable of filing them for themselves;
 - (m) governing the disclosure of information by the Provincial director under section 71;
 - (n) authorizing a director to enter into any form of agreement for the purposes of this Act and prescribing some or all of the contents of those agreements;
 - (o) governing the review of decisions made by a director or an adoption agency;
 - (p) respecting any condition on a director delegating any power, duty or function under this Act;

- (q) respecting eligibility for financial assistance or other assistance under section 80, the forms of assistance and the terms to be included in assistance agreements;
 - (r) allowing prospective adoptive parents to pay expenses of parents and specifying the types of expenses and limiting the amounts of those expenses;
 - (s) specifying other persons who are exempt from section 84 (1) (prohibiting payment for an adoption) or specifying any circumstances under which a person is exempt from section 84 (1);
 - (t) respecting other forms of advertising that are exempt from section 85 (prohibiting certain advertising);
 - (u) governing the payment of fees for applications, licences, registrations or other things done under this Act;
 - (v) prescribing forms, documents and reports for the purposes of this Act;
 - (w) respecting any matters necessary for more effectively bringing into operation the provisions of this Act and for obviating any transitional difficulties encountered in doing so.
- (3) In making a regulation under this Act, the Lieutenant Governor in Council may provide differently for different categories of adoptions or different classes of persons.

Adoption agency regulations

92 (1) The Lieutenant Governor in Council may make regulations as follows:

- (a) respecting the licensing of societies as adoption agencies;
- (b) specifying conditions to be met and maintained by a society to obtain and retain a licence, including conditions relating to the content of its constitution and bylaws, the composition of its board of directors, the qualifications of directors and officers and the election or appointment of directors;
- (c) respecting the suspension and cancellation of licences of adoption agencies;
- (d) respecting the standards to be met by adoption agencies;
- (e) respecting the information, documents and reports adoption agencies are required to submit to the Provincial director,

the frequency of the submissions and the inspection of the information, documents and reports by the Provincial director or other person designated by the regulations;

- (f) respecting the contents of advertisements and other promotional material that may be used by adoption agencies;
- (g) respecting the surrender of records, accounts or other documents and information by adoption agencies to the Provincial director;
- (h) setting the fees or other expenses adoption agencies may charge for services and prohibiting adoption agencies from charging fees or expenses for specified services;
- (i) respecting any other matter necessary for the proper operation, management, administration and accountability of adoption agencies.

(2) If a regulation made under subsection (1) (b) conflicts with a provision of the *Societies Act*, the regulation prevails.

Regulations about the parents' registry and other registrations

93 The Lieutenant Governor in Council may make regulations as follows:

- (a) respecting how a person may apply to register under sections 10, 60 and 69, the information to be provided to the applicant and the information and proof of identity to be provided by the applicant;
- (b) respecting how notices are to be given to anyone registered under this Act and specifying when a registration under section 10, 60 or 69 is to take effect;
- (c) respecting how long a registration remains in force and respecting its cancellation or removal;
- (d) respecting who may access information provided by a person who has registered under this Act and respecting confidentiality, security, disposal and disclosure of the information;
- (e) respecting the administration, management and operation of the parents' registry.

Part 9 — Transitional and Other Provisions

Transition from former Act — general rule

- 94** Subject to the provisions of this Part and to any regulations made under section 91 (2) (w), sections 35 and 36 (1) of the *Interpretation Act* apply to all matters affected by the repeal of the former *Adoption Act* and its replacement by this Act.

Application of the former Act

- 95** (1) If, before the repeal of the former *Adoption Act*, a child was placed for adoption by the director or a parent or other guardian of the child with a prospective adoptive parent, that Act continues to apply to all matters relating to the adoption of the child by that prospective adoptive parent.
- (2) If, before the repeal of the former *Adoption Act*, a parent or other guardian of a child consented to the child's adoption and the child is placed for adoption by the director or that parent or guardian with a prospective adoptive parent after the repeal of that Act, that Act continues to apply to all matters relating to the adoption of the child by that prospective adoptive parent.
- (3) If, before the repeal of the former *Adoption Act*, an application was filed under section 3 (2) of that Act or an application was made to adopt a child related by blood to the applicant or to adopt an adult, that Act continues to apply to all matters relating to that adoption.

Consents under the former Act

- 96** (1) Any consents given before the repeal of the former *Adoption Act* that were valid for the purposes of that Act are valid for the purposes of this Act.
- (2) Any order dispensing with an adoption consent that was made before the repeal of the former *Adoption Act* is valid for the purposes of this Act.
- (3) Section 19 of this Act does not apply to a consent given by a birth mother under the former *Adoption Act* before the repeal of that Act.

Homestudies under the former Act

- 97** A homestudy completed before the repeal of the former Act is valid for the purposes of this Act if
- (a) it was completed by the director, or
 - (b) it was completed by a person approved by the board of the British Columbia College of Social Workers to do

homestudies and it meets the standards of practice set by that board.

Director's reports

- 98** A report prepared by the director under section 6 of the former *Adoption Act* before the repeal of that Act is considered for the purposes of this Act to be a post-placement report.

Continuation of vetoes

- 99** If, before the repeal of the former *Adoption Act*, a person named on a birth registration indicated under section 13.3 of that Act that the person wished not to be contacted or a person filed a veto under section 13.4 (1) of that Act, that indication or veto has the same effect as a disclosure veto filed under section 65 of this Act.

Continuation of registrations

- 100** (1) A person who applied to the director under section 13.2 of the former *Adoption Act* is deemed to have registered under section 69 of this Act.
- (2) Identification particulars and other information provided to the director under section 13.2 of the former *Adoption Act* are deemed to have been provided under section 69 of this Act.

Authorization, non-contravention, immunity from legal action and validation

- 101** (1) This section applies if, before the date this section comes into force, a director or a director of child protection placed a child with a person for the purposes of adoption when
- (a) the child was in the continuing custody of a director of child protection, or
 - (b) a director of child protection was the child's personal guardian under section 51 of the *Infants Act*.
- (2) Despite any decision of a court to the contrary made before or after the coming into force of this section, if a director or a director of child protection placed a child with a person for the purposes of adoption in the circumstances set out in subsection (1),
- (a) the director or the director of child protection is conclusively deemed

- to have been authorized to place the child for adoption under section 4, as that section read on the date the
 - (i) child was placed for adoption, and
 - (ii) not to have contravened section 82 (1),
 - (b) the person with whom the child was placed is conclusively deemed not to have contravened section 82 (2), and
 - (c) the director is conclusively deemed to have been authorized
 - (i) under section 80 (a) to provide financial assistance or other assistance to the person with whom the child was placed, and
 - (ii) under section 80 (b) to review, alter or terminate any assistance provided to that person,as section 80 (a) or (b), as applicable, read on the date the assistance was provided, reviewed, altered or terminated.
- (3) A person has no right of action and must not commence or maintain proceedings for a remedy set out in subsection (4) for any of the following reasons:
 - (a) the placement of a child by a director or a director of child protection for the purposes of adoption, but for subsection (2) (a) of this section,
 - (i) would not have been authorized under section 4, as that section read on the date the child was placed for adoption, and
 - (ii) would have contravened section 82 (1);
 - (b) the receipt of a child by a person for the purposes of adoption, but for subsection (2) (b) of this section, would have contravened section 82 (2);
 - (c) the provision of any financial assistance or other assistance by a director to a person with whom a child was placed for the purposes of adoption, but for subsection (2) (c) (i) of this section, would not have been authorized under section 80 (a);
 - (d) the review, alteration or termination by a director of any assistance described in paragraph (c) of this subsection, but for subsection (2) (c) (ii) of this section, would not have been authorized under section 80 (b).
- (4) For the purposes of subsection (3), a person has no right of action and must not commence or maintain proceedings

- (a) to claim damages or compensation of any kind from the government or any person,
 - (b) to obtain a declaration that damages or compensation is payable by the government or any person, or
 - (c) for any other remedy against the government or any person.
- (5) The adoption of a child by a person with whom the child was placed, for the purposes of adoption and in the circumstances set out in subsection (1), by a director or a director of child protection is not invalid by reason that, but for this section, the placement of the child for adoption
 - (a) would not have been authorized under section 4, as that section read on the date the child was placed for adoption, and
 - (b) would have contravened section 82 (1) and (2).
- (6) The provision of any financial assistance or other assistance under section 80 (a) or the review, alteration or termination of any assistance under section 80 (b) is not invalid by reason that, but for this section, the provision, review, alteration or termination of the assistance would not have been authorized under section 80, as that section read on the date the assistance was provided, reviewed, altered or terminated.
- (7) This section is retroactive to the extent necessary to give full force and effect to its provisions and must not be construed as lacking retroactive effect in relation to any matter because it makes no specific reference to that matter.

Authorization, non-contravention, immunity from legal action and validation — non-resident adoptive parent

- 102** (1) This section applies if, before the date this section comes into force, a director, an adoption agency, a director of child protection or a parent or other guardian of a child placed the child for the purposes of adoption with a person who, at the time of the placement, was not a resident of British Columbia.
- (2) Despite any decision of a court to the contrary made before or after the coming into force of this section, if a director, an adoption agency, a director of child protection or a parent or other guardian of a child placed the child for the purposes of adoption in the circumstances described in subsection (1) of this section, the person

who placed the child is conclusively deemed not to have contravened section 5 (2).

- (3) A person has no right of action and must not commence or maintain proceedings for a remedy set out in subsection (4) of this section for the reason that the placement of a child in the circumstances described in subsection (1) of this section, but for subsection (2) of this section, would have contravened section 5 (2).
- (4) For the purposes of subsection (3), a person has no right of action and must not commence or maintain proceedings
 - (a) to claim damages or compensation of any kind from the government or any person,
 - (b) to obtain a declaration that damages or compensation is payable by the government or any person, or
 - (c) for any other remedy against the government or any person.
- (5) The adoption of a child by a person with whom the child was placed for the purposes of adoption and in the circumstances set out in subsection (1) of this section is not invalid by reason that, but for this section, the placement would have contravened section 5 (2).
- (6) This section is retroactive to the extent necessary to give full force and effect to its provisions and must not be construed as lacking retroactive effect in relation to any matter because it makes no specific reference to that matter.

Authorization, non-contravention, immunity from legal action and validation — use and disclosure of information

- 103** (1) This section applies if, on or after January 16, 2006 and before this section comes into force, a director used or disclosed, in contravention of section 73, information provided to a director under section 70 (4) or 70.1.
- (2) Despite any decision of a court to the contrary made before or after the coming into force of this section, if a director used or disclosed information in the circumstances set out in subsection (1), and the use or disclosure of the information contravened neither section 73 of this Act with respect to sections 60, 69, 70 and 71 of this Act nor the *Freedom of Information and Protection of Privacy Act*,
- (a) the use or disclosure is conclusively deemed not to have contravened section 73, and

the director is conclusively deemed not to have contravened section 73.

(b)

(3) A person has no right of action and must not commence or maintain proceedings for a remedy set out in subsection (4) of this section by reason that the use or disclosure, by a director, of information in the circumstances set out in subsection (1) of this section, but for subsection (2) of this section, would have contravened section 73.

(4) For the purposes of subsection (3), a person has no right of action and must not commence or maintain proceedings

(a) to claim damages or compensation of any kind from the government or any person,

(b) to obtain a declaration that damages or compensation is payable by the government or any person, or

(c) for any other remedy against the government or any person.

(5) This section is retroactive to the extent necessary to give full force and effect to its provisions and must not be construed as lacking retroactive effect in relation to any matter because it makes no specific reference to that matter.

BIRTH FATHERS' REGISTRY MANUAL

April 6, 2009

To: Deputy Directors of Adoption

Re: Searching the Birth Father's Registry**Purpose**

The intent of this practice advisory is to advise adoption workers of a change to Practice Standard 33 in the Practice Standards and Guidelines for Adoption regarding searches of the Birth Fathers' Registry. This advisory applies only to voluntary placements under the *Adoption Act*.

Background

When a birth parent voluntarily requests adoption placement under the *Adoption Act*, search requests are made to the Birth Fathers' Registry to determine whether a birth father is registered and therefore entitled to receive notice about the proposed adoption. Under the *Adoption Act*, a search of the registry is required in all voluntary placements. A man who believes he is the birth father of a child for whom adoption planning may take place is able to register on the Birth Fathers' Registry no later than 150 days after the date of the notice provided by a prospective adoptive parent under Section 12 of the *Adoption Act* (Notice of Placement.)

Current Practice

Current practice is to conduct a search of the Registry at the time voluntary planning begins with a birth mother and a second time before the child's placement (if no birth father is registered at the time of the first search.) An additional search is done by the Registry administrators when a birth father applies. Therefore there are currently 2 and sometimes 3 searches done of the Birth Fathers' Registry when a birth mother is voluntarily planning adoption for her child.

Change in Practice

A search of the Birth Father's Registry should be done at least 150 days after Notice of Placement is taken. This is in addition to the searches that are currently done as detailed above.

Rationale for Change

The Court Services Branch is concerned that a search is not being specifically done at the 150 day mark for all adoptions where the birth mother is planning voluntarily for the adoption of her child. Concerns have arisen around the possibility of a registered birth father not being notified if an additional search is not done 150 days or more after Notice of Placement.

Practice Advisory

The Court Services Branch advises that when they receive an adoption application where a search of the Birth Father's Registry is required, they require either

1. a submission made in the Post Placement Report confirming that a search of the Birth Father's Registry was done. This submission should include:
 - the date(s) the searches were conducted
 - confirmation that no registration was found, if that is the case
 - assurance that a search of the Register was completed at least 150 days from Notice of Placement being taken **OR**

2. a certified copy of the Birth Father's Registry search indicating that no registration was found.
 - ensure that the search was completed at least 150 days after Notice of Placement was taken

Shortened Residency Period

If the 6 month residency requirement has been dispensed with and the 150 days have not yet passed, the adoption worker should include in the submission whatever information he/she feels is appropriate to convince the court to proceed with the application.

Summary

When a voluntary adoption plan is made with a birth mother, social workers must satisfy the court that every measure has been taken to locate a birth father. Therefore, searches of the Birth Fathers' Registry should be requested at the following times:

1. When planning with a birth mother begins
2. Before the child's placement, when no birth father is registered at the time of the first search
3. At least 150 days after the date that the prospective adoptive parents notified the director of their intention to apply to the court to adopt the child (Notice of Placement)

Note that a 4th search of the registry is done at provincial office when a birth father applies to the Registry.

BIRTH FATHERS' REGISTRY

OVERVIEW FROM BBADOPT

Subject: BIRTH FATHERS' REGISTRY - OVERVIEW

This is intended to clarify the statutory requirements and ministry policies and procedures relating to the Birth Fathers' Registry.

The Birth Fathers' Registry is administered by Adoption Section, Regional Support Division. The Registry gives men who believe they are the father of a child an opportunity to be notified of a proposed adoption for that child. A birth father who has registered is entitled to notification of a proposed adoption up to 150 days following the date of notice of placement filed by the prospective adoptive parents. In order to register on the Birth Fathers' Registry, the man must complete a BIRTH FATHERS' REGISTRY APPLICATION FOR REGISTRATION OF BIRTH FATHER form (CF2653). Men wishing to register on the Birth Fathers' Registry or their legal counsel should be referred directly to the Registry for assistance (250-387-3660).

The following outlines the policies and procedures for doing searches on the Birth Fathers' Registry as required for ministry and non-ministry placements.

* MINISTRY PLACEMENTS (pg. 2-2-28 - 2-2-39 of the Adoption Policy & Procedures Manual)

WHEN TO SEARCH

- a search of the Birth Fathers' Registry is NOT required in a proposed adoption of a child in Continuing Custody
- TWO searches MUST be conducted by the birth mother's social worker during the relinquishment process:

1. when the child is registered with Adoption Section for adoption planning;
2. immediately prior to placement if the first search did not show a birth father registered.

NOTE: Even in cases where a man has acknowledged paternity, searches of the Registry are required as another man may have filed a registration, as THE child's father, and his interests must also be dealt with.

HOW TO SEARCH

The birth mother's social worker can check the Registry by faxing the BIRTH FATHERS' REGISTRY SEARCH REQUEST (CF 2688) to the Registry (fax: 250-356-1864) or by making the request on OV to BFREG. OV requests must include the following information:

- the child's full name, sex and birthdate or if the child is not yet born, the expected date of birth
- the birth father's full name and birthdate or age
- the mother's full name, birthdate, age and maiden name

NOTE: If any of the above information is not known please indicate this on the Search Request form (CF2688) or in your OV note.

Since the search request and results will be used to substantiate information provided in the post-placement report, this information must be filed on the AS file with copies transferred to the AH file once the placement is made.

* NON-MINISTRY ADOPTIONS (Agency, Direct, Section 48)

Ministry staff are not authorized to check the Birth Fathers' Registry for non-ministry adoptions. It is important that Searches on the Birth Fathers' Registry are done by whoever will be filing the completion documents with the court. Agencies are responsible for doing searches for the placements they arrange. For Direct Placements and Section 48 placements searches on the Registry should be done by the adopting parents or their lawyer according to the following:

DIRECT PLACEMENTS

The adopting parents or a lawyer representing them must check with the registry to enquire whether a Birth Father has registered prior to the child's placement. The form BIRTH FATHERS' REGISTRY SEARCH REQUEST (CF 2688) must be used. It may be faxed to the Registry at (250) 356-1864.

If the adoptive parents themselves are making the request, the CF 2688 must also be accompanied by a copy of their "NOTICE OF INTENT TO RECEIVE A CHILD BY DIRECT PLACEMENT" (S2659)

SECTION 48 - INTERPROVINCIAL/INTERCOUNTRY ADOPTIONS TO BE FINALIZED IN BC

It is a requirement of the Director that the Birth Fathers' Registry be searched. The lawyer handling the adoption may check with the Registry to enquire whether a Birth Father has registered. (For reasons of confidentiality, the adoptive parents themselves may not request a Registry Search. The BIRTH FATHERS' REGISTRY SEARCH REQUEST form (CF 2688) must be used (it may be faxed to the Registry at (250) 356-1864).

STEP-PARENT/RELATIVE

There seems to be NO statutory requirement for Searches to be done on the Birth Fathers' registry for step-parent and relative adoptions. This position is reflected on page 2-2-29 of the Adoption Policy and Procedures Manual. However, some of the Courts have been requiring adoptive parents to conduct a search on the Birth Fathers' Registry and these are being done.

If a "match" is found (e.g. a father is registered on the Birth Fathers' Registry in the case you are checking), the father must be notified immediately as

per Section 15 (1) & (2) of the Adoption Regulations

- in a Ministry placement refer to page 2-2-31 - 2-2-32 of the Adoption Policy and Procedures Manual
- in the case of a Direct or Section 48, it is the responsibility of the adopting parents or their lawyer to give notice of the proposed adoption to a registered Birth Father.

Dispensing with Notice to Birth Father
refer to page 2-2-37 - 2-2-39 of the Adoption Policy and Procedures Manual.

Canceling a Birth Father Registration
refer to page 2-2-33 of the Adoption Policy and Procedures Manual

If you have any questions about this, please contact
Adoption Section at 387-3660.
EOB1

**PROCEDURES FOR DATA ENTERING
IN
THE BIRTH FATHERS' REGISTRY
DATABASE
SEE:**

Parents
~~BIRTH FATHER'S~~ REGISTRY USER MANUAL

PROCEDURES FOR REGISTERING A BIRTH FATHER'S APPLICATION - FILE

PRACTICE STANDARD 33

Searching the Birth Fathers' Registry and Providing the Required Notification

In all cases, when birth parent(s) voluntarily request adoption placement for a child under the *Adoption Act*, you must request a search of the Birth Fathers' Registry:

- at the time the child is registered with Adoption Branch, and
- a second time before the child's placement, when no birth father is registered at the time of the first search.

Before placing the child for adoption, you must send notice of the proposed adoption by registered mail to any person identified as the birth father on the Birth Fathers' Registry, to the last known address of that person, and include in the notice the following information:

- the name, address and birth date of the person who is shown as the birth father on the Birth Fathers' Registry
- your name and address as the person giving notice
- the expected or actual date of birth of the child, and
- that the birth mother or guardian intends to place the child for adoption.

Commentary

Adoption Act
s. 10

The *Adoption Act* provides for a birth fathers' registry, an adoption service that is centrally administered and operated by Adoption Branch. When a person believes he is the birth father of a child who may be placed for adoption, he may register with the Birth Fathers' Registry to receive notice of a proposed adoption.

When birth parent(s) voluntarily request adoption placement under the *Adoption Act*, search requests are made to the Birth Fathers' Registry to determine whether a birth father is registered and therefore entitled to receive notice about the proposed adoption. Under the *Adoption Act*, a search of the registry is required in all voluntary placements, even when a birth father is involved in adoption planning for the child, because of the possibility that another man may also believe he is the child's birth father. In a proposed adoption of a child in continuing custody under the *CFCSA*, a search of the Birth Fathers' Registry is not required.

Adoption Reg.
s. 13(1)

A man who believes he is the birth father of a child who may be placed for adoption may register up until 150 days after the notice of the adoption placement is provided by the prospective adoptive parent(s). If you have searched the registry as required prior to placement and no match is found, but subsequently a birth father registers after the adoption placement, Adoption Branch will notify you so that you can provide the required notice.

Members of ministry staff are not authorized to search the Birth Fathers' Registry for non-ministry adoptions. Searches and any subsequent notifications are done by whoever will be filing the completion documents for court. Licensed B.C. adoption agencies are responsible for doing searches for the placements they arrange. In direct placements, the prospective adoptive parent(s) or their lawyer makes the search request. If the prospective adoptive parent(s) are making the request, they are required to include their "Notice of Intent to Receive a Child by Direct Placement" (CF2659). For adoptions under section 48 of the *Act*, the lawyer representing the prospective adoptive parent(s) searches the registry to ensure confidentiality when the birth parent(s) are not known to the prospective adoptive parent(s). Although there are no statutory requirements for searches for step-parent and relative adoptions, the registry will accept them, as some courts have required searches.

Adoption Act
s. 73

The information provided to the Birth Fathers' Registry may not be used or disclosed for any purpose except to provide notice to the birth father. This provision protects the privacy of persons whose names appear on the Birth Fathers' Registry. After giving a birth father notice, however, there is no prohibition against asking him to provide medical and family history.

Adoption Reg.
s. 15

Any person registered as the birth father on the Birth Fathers' Registry is entitled to receive notice, as described in this standard, prior to the child being placed for adoption.

Guidelines

Steps in requesting a search of the Birth Fathers' Registry:

1. Complete a Birth Fathers' Registry Search Request (CF2688) and mail or fax it to the Birth Fathers' Registry; or
2. Send a search request, which contains the required information, by electronic mail to the Birth Fathers' Registry (BFREG).
3. The Birth Fathers' Registry will determine whether there is a man registered whose information matches the information provided and will send you the results.
4. Retain a copy of the search request form or a printout of the electronic mail message on the birth parent(s)' (AS) file.

When a man is registered whose information matches the search request:

5. The Birth Fathers' Registry will provide you with a copy of the man's application for notification purposes and if more than one man has registered and matches the search request, you will receive all the applications from the registry.
6. Inform the birth mother of the result of the search and provide her with the name or names of the men who have registered, but provide no other identifying information.
7. Inform the birth mother that the man or men registered as the child's birth father will be sent notice of the proposed adoption.
8. Immediately send written notice to the man or men to avoid delays in planning for the child.

When providing notice to a man registered on the Birth Fathers' Registry:

9. Retain a copy of the notice on the birth parent(s)' (AS) file.
10. Place a photocopy of the registered card on the birth parent(s)' (AS) file and document the registered mail identification number.
11. After one week, contact the post office and give the identification number to request confirmation that the registered mail was received.
12. Obtain a hard copy of the signature of the recipient for the file by requesting this from the post office and paying an additional fee.

There is no further obligation to contact the man if he does not respond to the notice or no longer resides at the address recorded on the Birth Fathers' Registry.

PART 3 – BIRTH FATHERS' REGISTRY

- (b) by double registered mail addressed to the birth parents or guardian at the last known address of either of them as determined from the records of the director or the administrator.
- (3) This section does not apply if the birth parents or guardian have, in writing, advised the director or the administrator that notice is not required.

PART 3

BIRTH FATHERS' REGISTRY

Birth fathers' registry

12. (1) A registry is established to be known as the birth fathers' registry.
- (2) The registry must provide for the recording and maintenance of
- (a) the information required in an application for registration of the birth father under section 13.
 - (b) the date or dates on which the application to register was received by the director and recorded in the birth fathers' registry.
 - (c) the name of any person referred to in section 14 who makes a request to search the birth fathers' registry if there is a proposed adoption of a child, and the date of the search request, and
 - (d) any other information the director determines is necessary for the orderly administration of the birth fathers' registry.

Application for registration on the birth fathers' registry

13. (1) For the purpose of section 10 (1) of the Act, a birth father may, no later than 150 days after the date of the notice provided by a prospective adoptive parent under section 12 of the Act, register on the birth fathers' registry to receive notice of a proposed adoption by submitting to the director a completed Application for Registration of Birth Father in Form 4 of Schedule 3.
- (2) The application for registration under subsection (1) must
- (a) be signed and dated by the birth father, and
 - (b) be accompanied by proof of identity of the birth father in the form of a copy of the birth father's birth certificate, driver's licence or passport.

PART 3 -- BIRTH FATHERS' REGISTRY

- (3) The birth father is responsible for ensuring that
- (a) the information provided in the application for registration is accurate, and
 - (b) the director is promptly notified respecting any change to the information provided for registration, including a change of address of the birth father.
- (4) The director may examine the application that is submitted to ensure that
- (a) the requirements of subsection (2) are met, and
 - (b) the information provided in the application is, in the opinion of the director, complete.
- (5) The director must, within 5 days after receipt of the application for registration, send to the applicant a written acknowledgment that the application has been received.
- (6) On acceptance of the application for registration, the director must record the information provided by the applicant on the birth fathers' registry, and the registration is effective on the date of recording.
- (7) On being satisfied
- (a) that a transcription error or an omission exists with respect to information submitted to the birth fathers' registry, and
 - (b) about the true facts to be recorded,
- the director may correct the error or add the omitted information.

Request for a search of the birth fathers' registry

14. The following persons may, on application to the director in the form and manner specified by the director, request a search of the birth fathers' registry in respect of a proposed adoption:
- (a) a social worker;
 - (b) an extra-provincial agency;
 - (c) a person entitled to practise law under the *Legal Profession Act* who represents a party to the adoption;
 - (d) a prospective adoptive parent in a direct placement who has given a notice of intent to receive a child into his or her home under section 8 (1) of the Act.

Notice to persons registered on the birth fathers' registry

15. (1) For the purpose of section 10 of the Act, the notice of a proposed adoption to a person who is registered as the birth father on the birth fathers' registry must
- (a) identify by name, address and date of birth the person who is shown as birth father on the birth fathers' registry,
 - (b) identify by name and address the person who is giving the notice,
 - (c) advise that the birth mother or guardian intends to place the child for adoption, and
 - (d) state, as applicable, the expected date of birth of the child or the actual date of birth of the child.
- (2) The notice required by subsection (1) must be given by double registered mail to any person identified as birth father on the birth father registry, sent to the last known address of that person as recorded on the birth fathers' registry.

**PART 4
COURT PROCEEDINGS**

Report on a younger child's views

16. (1) For the purpose of section 30 (1) of the Act, the following persons are authorized to meet with a child to make the written report required by section 30 (2) of the Act:
- (a) a social worker;
 - (b) a person approved for adoption work by the Board of Registration for Social Workers of the Province of British Columbia;
 - (c) a person registered as a medical practitioner under the *Medical Practitioners Act* who is authorized to practice psychiatry;
 - (d) a person registered as a psychologist under the *Psychologists Act*.
- (2) The report on a younger child's views must consider and provide for all of the following:
- (a) the name and occupation of the person authorized by subsection (1) to meet with the child and write the report;

BIRTH FATHER'S APPLICATION FOR REGISTRATION - CF 2653

Under the Adoption Act - Section 10

- (1) A birth father may, in accordance with the regulations, register on the birth fathers' registry to receive notice of a proposed adoption.
- (2) Notice to a person registered on the birth fathers' registry is properly given if it is sent, in accordance with the regulations, to the address recorded in the registry.

SEE REGULATIONS 12, 13, 14, & 15 re Birth Fathers' Registry

The Registry gives men who believe they are the father of a child an opportunity to be notified of a proposed adoption for that child.

The birth father who has registered is entitled to notification of a proposed adoption up to 150 days following the date of notice of placement filed by the prospective adoptive parents.

Upon receipt of a birth father registration the form CF2653 is checked for completeness. This is in the Regs. (Regulation 13)

It contains the following:

A photocopy of his birth certificate, driver's license or passport as identification.

Identifying information about the birth father (name, aliases, address, date of birth, and telephone number.

Identifying information about the birth mother (name, aliases, address, date of birth, and telephone number. (As much as possible)

Identifying information about the child (name, gender, birth date or expected birth date.

If the form contains inadequate identifying information it will not be accepted, but, an acknowledgement letter will be sent to the birth father requesting the required information.

If accepted, the form is entered into the birth fathers' registry and within 5 days of the receipt of the application, a letter of acknowledgement is sent to the birth father.

The acknowledgement letter and the Form CF2653 are filed away
See – Reg. 13(5)



Ministry for Children and Families
Adoption

BIRTH FATHERS' REGISTRY



BRITISH
COLUMBIA

Ministry of Children
and Family Development

Parents' Registry
**APPLICATION FOR
REGISTRY OF PARENT**

Collection of personal information on this form is pursuant to the *Freedom of Information and Protection of Privacy Act*, under the authority of the *Adoption Act* for the purpose of facilitating delivery of services under the *Adoption Act*, and information of an identification nature, for the purpose of client centred information management across social programs. Collected information will be used and disclosed in compliance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use or disclosure of this information, please call Enquiry BC at 1-800-663-7447 and ask for the Acting for Adoption Services.

Please read the instruction sheet at the end of the form, before completing the application.

Completed form can be submitted via email, however the original completed and signed form along with supporting documents, must also be submitted by mail or fax to the address noted at the end of the form.

Application Date (YYYY MM DD)

Registrant Information

Last Name Given Names Birth Date (YYYY MM DD) Age

Names also known as (including maiden names)

Gender

☐ Male ☐ Female ☐ Transgender

Address (include apartment number, street number, street name, or post office box)

City / Town

Province

Postal Code

Telephone

BC

Other Parents' Information

(complete all information, or enter "unknown" in the field)

Parent #1

remove
this section

Last Name Given Names Birth Date (YYYY MM DD) Age

Gender

☐ Male ☐ Female ☐ Transgender

Names also known as (including maiden names)

Address

City / Town

Province

Postal Code

Telephone

BC

Parent #2

remove
this section

Last Name Given Names Birth Date (YYYY MM DD) Age

Gender

☐ Male ☐ Female ☐ Transgender

Names also known as (including maiden names)

Address

City / Town

Province

Postal Code

Telephone

BC

Information about the Child

Last Name Given Names Middle Name

PARENTS' REGISTRY

Please read the following information before completing the Application for Registry of Parent form.

Anyone who believes they are the parent of a child who may be placed for adoption in British Columbia can register on the Parents' Registry in order to receive notice of a proposed adoption. A person who resides out of province or out of country may apply to register, but would only receive notice if the proposed adoption is in British Columbia.

WHEN TO REGISTER

A person may register before or after the birth of the child. However, in order to receive notice of a proposed adoption, the registration must happen no later than 150 days after the date of placement of the child.

HOW TO REGISTER WITH THE PARENTS' REGISTRY

To register, fill out the information requested on this form, the Application for Registry of Parent form (CF2653). It is important to provide accurate and complete information in order that you can be notified about a proposed adoption if a match is made. Include a photocopy of your birth certificate, driver's licence, or passport, as identification.

Submit completed form to:	Parents' Registry	Telephone: (250) 387-3660
	Adoption Services	Facsimile: (250) 356-1864
	Ministry of Children and Family Development	Email: MCF.AdoptionsBranch@gov.bc.ca
	PO Box 9705 Stn Prov Govt	
	Victoria BC V8W 9S1	

CHANGE OF ADDRESS OR INFORMATION

You must advise the Registry of any changes to the information on your application form, including a change of address. The Registry must be informed in writing to ensure that you will be notified of a proposed adoption.

WHAT HAPPENS TO INFORMATION YOU GIVE THE PARENTS' REGISTRY

The Registry will send you a letter acknowledging receipt of your application. The information you provide to the Registry will be kept confidential except when there is a search request made in relation to an adoption plan for a child, made by another parent, which matches with the information you provided.

Persons authorized to make a search request and to receive a copy of your application for the purpose of notifying you of a proposed adoption are:

- a social worker from the Ministry of Children and Family Development or a licensed adoption agency;
- an extra-provincial agency;
- a lawyer who represents a party to the adoption; and
- a prospective adoptive parent in a direct placement adoption.

The person who requested the Registry search will:

- inform the parent making the adoption plan of your name, but no other identifying information, if a match is made;
- send you notice of the proposed adoption by a registered letter to the address you provided on the application form.

LENGTH OF REGISTRATION

Your application remains on the Registry until one of the following occurs:

- you send written notice to the Registry requesting a cancellation of your application; or
- a search request is made of the Registry which matches your information; or
- the child turns 19.

"OTHER PARENTS" INFORMATION SECTION

In 2013 the government of British Columbia brought a new *Family Law Act* into force. This Act provides clarity and certainty around recognition of parental rights in situations involving assisted reproduction, such as donors and surrogates. As a result of this legislation, some children may have more than two legal parents. The Application for Registry of Parent form contains a number of sections for information about "Other Parents" to ensure that if there are more than two legal parents there is adequate space to provide information about these individuals.

In completing this section please provide as much detail as possible about all other parents.

PROCEDURE FOR SET-UP OF BIRTH FATHER'S FILE

THE APPLICATION MUST BE ACKNOWLEDGED WITHIN 5 DAYS

See – Reg. 13(5)

We receive the Birth Father's Application (CF2653), and a photocopy of his birth certificate or driver's license by mail or by fax. The application should be date-stamped. (a faxed application has the date on it)

Check to make sure all the information on the application has been correctly filled out, the form has been signed and dated by the birth father. Then add the new information from the birth father's registration to the Birth Fathers' Registry database.

See: Windows Explorer – Click K:\Birth Fathers' Registry,

Click Database, Click BFR Data Entry.mdb'.

Type in "Password".

See "Main Menu". Click Birth Fathers' Registry. Click "Edit", type the birth fathers' surname, hit the enter key to see if there is a record. If there is No Record. Click "Add New Birth Father". Once the data entry has been completed, press the Search Button and then the Save Button. This will store the new record to the database.

Use a white file folder, backing sheet and fastener.

Put the first 3 letters of the birth father's surname on the side of the file folder.

Type label on file showing birth father's full name, birth mother's full name and the child's full name and date of birth/or expected date of birth. (K:\birth father\templates\labels.doc)

Type up the acknowledgement letter to the birth father. The letter is in the "K'\birth father\templates\Acknowle. In the first paragraph type in the date stamp that is on the application. Change the signature block to your name. Print letter, type envelope, and address "Personal and "Confidential" and mail out.

Make a copy of the letter for the file. File all documents on the backing sheet in date order.



Date

Birth Father's Name
Address
City
Postal Code

Dear Mr.

RE: ACKNOWLEDGEMENT OF BIRTH FATHERS' REGISTRY APPLICATION

- () Your application has been received and the information you provided was registered Date, on the Birth Fathers' Registry.
- () We cannot complete your registration until additional information is received. See your attached application. This information is required so that if there is a proposed adoption for the child we can match your application to the SEARCH REQUEST information. *Return your amended application to:*

Ministry of Children and Family Development
Adoption Services
Birth Fathers' Registry
PO Box 9705 STN PROV GOVT
Victoria BC V8W 9S1

Please note the following information concerning the Birth Fathers' Registry.

- If your application is received, where the child has been placed for adoption and 150 days have passed since the prospective adoptive parents provided notice of the placement, you will not be notified about the proposed adoption in accordance with Section 13 of the Adoption Regulations.
- If there is a proposed adoption for the child, you will be notified by double registered letter sent to the address provided on your application form. It is your responsibility to notify the Registry in writing if your address changes.
-
- At any time you may request in writing to the Registry the cancellation of your registration, which will be removed from the Registry upon receipt of your notice.

Yours truly,

Name
Birth Fathers' Registry
Adoption Services

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2

Telephone: 250 387-3660
Facsimile: 250 356-1864

MISSING INFORMATION ON BIRTH FATHER'S APPLICATION FORM

MISSING INFORMATION ON THE BIRTH FATHER'S APPLICATION (CF2653)

We receive the Birth Father's Application (CF2653) and photocopy of his birth certificate by mail or fax. The application must be date-stamped. (a faxed application has the date on it)

The information on the form has not been completely filled out OR the birth father forgot to sign the form, then we have to return the application back to the birth father and request that the missing information be filled out.

To ensure we do not have a registration/file we need to check the Birth Fathers' Registry database.

See: Windows Explorer – Click K:\Birth Fathers' Registry ,

Click Database, Click BFR Data Entry.mdb'.

Type in "Password".

See "Main Menu". Click Birth Fathers' Registry. Click "Edit", type the birth fathers' surname, hit the enter key to see if there is a record. There should be no record.

DO NOT ENTER IN THE DATABASE AS A "NEW" BIRTH FATHER'S REGISTRATION UNTIL WE HAVE RECEIVED THE MISSING INFORMATION from him.

Make a photocopy of the application for our file.

Go to the "K"/birth father/templates/Acknowle. and look for the sample acknowledgement letter with "Missing Information" on it. See paragraph 2 and read what is there, and either add or delete the information that applies to the application.

Change the signature block to your name. Print letter, type envelope, and address "Personal and Confidential" . Sign the letter and make a copy for the "holding file". Mail letter out.

- 2 -

Get a white folder, backing sheet, and fastener. Put the first 3 letters of the birth father's surname on the side of the folder. If there is enough information, type the label for the file.

File the photocopied registration, birth certificate and missing acknowledgement letter on the backing sheet in date order.

Hold onto the file until the application has been returned back to us with the required information filled out. **NOTE:** When application is returned follow the instructions for setting up a birth father's file.



SAMPLE LETTER FOR MISSING INFORMATION PARAGRAPH 2

Date: _____

TO: _____

Birth Father's Name or Lawyer

Address

Dear Mr:

RE: ACKNOWLEDGEMENT OF BIRTH FATHERS' REGISTRY APPLICATION

Your application has been received and the information you provided was registered Date Stamp on the Birth Fathers' Registry.

We cannot complete your registration until additional information is received. We require a photocopy of your birth certificate or driver's license and your telephone number in order to process your registration. See your attached application. This information is required so that if there is a proposed adoption for the child we can match your application to the SEARCH REQUEST information. *Return your amended application to:*

**Ministry of Children and Family Development
Adoption Services
Birth Fathers' Registry
PO Box 9705 STN PROV GOVT
Victoria BC V8W 9S1**

Please note the following information concerning the Birth Fathers' Registry.

- If your application is received, where the child has been placed for adoption and 150 days have passed since the prospective adoptive parents provided notice of the placement, you will not be notified about the proposed adoption in accordance with Section 13 of the Adoption Regulations.
- If there is a proposed adoption for the child, you will be notified by double registered letter sent to the address provided on your application form. It is your responsibility to notify the Registry in writing if your address changes.
- At any time you may request in writing to the Registry the cancellation of your registration, which will be removed from the Registry upon receipt of your notice.

Yours truly,

Name
Birth Fathers' Registry
Adoption Services

**Ministry of Children and
Family Development**

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

A TELEPHONE REQUEST
FOR
BIRTH FATHER'S APPLICATION FORM



Date

Birth Father's Name
Address
City, Province
Postal Code

Dear Mr.:

As requested, I am enclosing the Birth Father's Registry Application.

Please ensure all the information is complete and return the original application back to my attention.

Thank you.

Yours truly,

Name
Birth Fathers' Registry
Adoption Services

Encl.



Date:

Birth Father's Name
Address
City, Province
Postal Code

Dear Mr.:

Further to our letter of Date, we have not received the required identification as requested. Either a photocopy of your birth certificate or a copy of your driver's license is necessary for us to register you on the Birth Fathers' Registry.

Therefore, if we do not hear from you by Date, we will assume you don't wish to proceed and will close our file.

Yours truly,

Name
Birth Fathers' Registry
Adoption Services

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO Box 9705 Stn. Prov Govt
Victoria, BC V8W 9S1
Telephone: (250) 387-3660
Facsimile: (250) 356-1864

Location Address:
Third Floor
777 Broughton Street
VICTORIA, BC V8W 1E2

STATISTICS ARE NOW
RECORDED
IN THE DATA BASE
YEAR - 2002

**Go to Data base/Access
Go to Main Menu, Click Reports,
Click Monthly Statistics by Calendar Year or Fiscal Year
Click Open Report, Print the Statistics**

PROCEDURES FOR REGISTERING SEARCH REQUEST FORMS BY FAX OR MAIL

PROCEDURE FOR FAXED SEARCH REQUESTS OR REQUESTS WHERE THERE IS MORE THAN 1 BIRTH FATHER

SEARCH REQUESTS FAXED FROM D.O., Lawyer, Agency (CF 2688)
Requests for Searches on the Birth Fathers' Registry - See Reg. 14

NOTE: If a Search Request has more than 1 birth father named, set up separate files for each request.

PROCESS:

Make a photocopy of each Search Request when it is faxed.
Check Search Requests with the Birth Fathers' Registry database.

See: Windows Explorer – Click K:\Birth Fathers' Registry

Click Database, Click BFR Data Entry.mdb'.

Type in "Password".

See "Main Menu". Click "Search Request". Click "Edit Search Request", type in the birth mother's surname, birth father's surname and child's surname if you have the information. Hit the enter key to see if there is a record. If "No Record" do the next step.

Click "Add New Search Record". Enter all the data from the search request form.

Press the Search Button. The actual date you conducted the search will show up in the database. This will store the new record to the database.

If an existing Search Request is found in the database, then the new search request is added to this record. The Search Record section must be advanced to a new record and the new Search information is entered. Press the Search button to conduct the search. (Note any information on the previous screen will then be updated to the current request)

Use a red file folder, backing sheet, and fastener.

Put the first 3 letters of the birth mother's surname on the side of the file folder.

Type label on file showing birth mother's name, birth father's name and the child's full name and date of birth or Surname, Exp. yr.mo.da. (K:\birth father\templates\labels.doc)

Acknowledge the Search Requests with the "Stamp" "NO REGISTRATION FOUND" Date and sign search requests.

Type up the fax covering sheet for all requests, then fax the Search Request form and covering sheet to the district office. See (K:\birth father\templates\breg fax.doc)

File in this order - the photocopied Search Request, and the faxed Search Request showing the Stamp comment, and the faxed covering sheet. File the file/s on the Birth Father's shelf alphabetically by the birth mother's surname in the file room.

The database automatically tracks information as a Statistic in the Birth Fathers' Registry database. Go to the main "Menu" – Click "Reports" then select which category you need, ie – Monthly by calendar year.



FACSIMILE

DATE: Date

TO: District Office/Code or Lawyer/Agency
 Street Address
 City, Province
 Post Code

 Phone:

 Fax:

FROM: Zoe Duff/ Shi Ning
 Parents' Registry

PAGES (including cover): 3

RE: Note the Stamped comment on the Parents' Registry Search Request Form.

Thank you.

NOTE: THE INFORMATION CONTAINED IN THIS FACSIMILE MESSAGE MAY BE SUBJECT TO CLIENT CONFIDENTIALITY, INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE TO DELIVER IT TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND RETURN THE ORIGINAL MESSAGE TO US AT THE ADDRESS ABOVE VIA REGULAR MAIL. THANK YOU

sample



BRITISH
COLUMBIA

Ministry of Children
and Family Development

Parents' Registry
SEARCH REQUEST

Collection of personal information on this form is pursuant to the Freedom of Information and Protection of Privacy Act, under the authority of the Adoption Act for the purpose of facilitating delivery of services under the Adoption Act, and information of an identification nature, for the purpose of client centred information management across social programs. Collected information will be used and disclosed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this information, please call Enquiry BC at 1 800 663-7867 and ask for the Telling for Adoption Services.

Request Date (YYYYMMDD)

Search Requested by Lawyer

Name

Address

City / Town

Province

BC

Postal Code

Telephone

Fax Number

SIGNATURE OF PERSON REQUESTING SEARCH

DATE SIGNED (YYYYMMDD)

Search Request

(complete all information, or enter "unknown" in the field)

Parent #1

remove
this section

Last Name

Given Names

Birth Date (YYYYMMDD)

Age

Gender

☐ Male

☐ Female

☐ Transgender

Names also known as (including maiden names)

Parent #2

remove
this section

Last Name

Given Names

Birth Date (YYYYMMDD)

Age

Gender

☐ Male

☐ Female

☐ Transgender

Names also known as (including maiden names)

Parent #3

remove
this section

Last Name

Given Names

Birth Date (YYYYMMDD)

Age

Gender

☐ Male

☐ Female

☐ Transgender

Names also known as (including maiden names)

Parent #4

remove
this section

Last Name

Given Names

Birth Date (YYYYMMDD)

Age

Gender	Names also known as (including maiden names)	
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	<input type="text"/>	

Information about the Child

Last Name		Given Names		Middle Name
<input type="text"/>		<input type="text"/>		<input type="text"/>
Birth Date	Age	Gender	Birth Place	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	

PARENTS' REGISTRY USE ONLY

Search Results

Parents' Registry
Ministry of Children & Families
NO REGISTRATION FOUND

Date: August 28 2013

Signature: Sherry

Submission Information

A completed form can be submitted via email by clicking the "submit by email" button, however the original completed and signed form must also be submitted by mail or fax.

Submit completed form to: Parents' Registry
Adoption Services
Ministry of Children and Family Development
P.O. Box 9705 Stn Prov Govt
Victoria BC V8W 9S1

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

[submit by email](#)

PROCESS FOR DIRECT PLACEMENTS

SEARCH REQUESTS FOR DIRECT PLACEMENTS

The adopting parents or lawyer representing them must check with the Registry to inquire whether a Birth Father has registered prior to the child's placement.

If the adopting parents themselves are making the request, the Search Request Form, CF2688 must be accompanied by a copy of their "NOTICE OF INTENT TO RECEIVE A CHILD BY DIRECT PLACEMENT"(CF2659).

When both documents are received follow the same procedure for a faxed search request, but see sample letter to adopting parents or their lawyer.



DATE: A letter to Adopting Parents for a Direct Placement

Personal and Confidential

Ad.Pts.
Address
City, Province
Postal Code

Dear Ad.pts:

This is to acknowledge receipt of the faxed Birth Father's Search Request form, and a faxed copy of the Notice of Intent to Receive a Child by a Direct Placement.

Enclosed is a copy of the Birth Father's Registry Search Request Form. The search was conducted on DATE and there was "No Registration Found".

Yours truly,

Name
Birth Fathers' Registry
Adoption Services

Encl.

SAMPLE 2

This is to acknowledge a faxed copy of your lawyer's notice under section 12 of the Adoption Act that you have received an infant for direct placement with the intent to adopt.

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2



**NOTICE OF INTENT TO RECEIVE A
CHILD BY DIRECT PLACEMENT**

TO: The Director of Adoption
Ministry for Children and Families

THIS WILL BE YOUR NOTICE that

_____ and _____
(Prospective Adoptive Parent) (Prospective Adoptive Parent)
who reside at _____ in
(address)
_____ in the Province of British Columbia intend to receive a
(city/town)

_____ child into my/our home for the purposes of adoption. The child _____
(sex) (legal name)
was born on _____ at _____
(date of birth) (city/town)
_____.
(province/state/country)

The birth mother is _____ and resides at _____
(legal name) [FULL ADDRESS (city/town/province/state/country)]
_____, and can be reached by telephone at _____
(telephone)

If known, complete as much of the following information as possible:

The birth father's name is _____ and he resides at _____
(legal name) [FULL ADDRESS (city/town/province/state/country)]
_____, and can be reached by telephone at _____
(telephone)

If the child you intend to receive is not yet born, please indicate approximate date of birth _____.

Circumstances regarding proposed placement (how you came to know about the child proposed for adoption)

Dated _____ at _____.

Signature

Prospective Adoptive Parent	_____	Name (please print)	_____
Prospective Adoptive Parent	_____	Name (please print)	_____
Witness	_____	Address	_____

Legal authority for collection of information is the *Adoption Act*, Sec. 8(1).

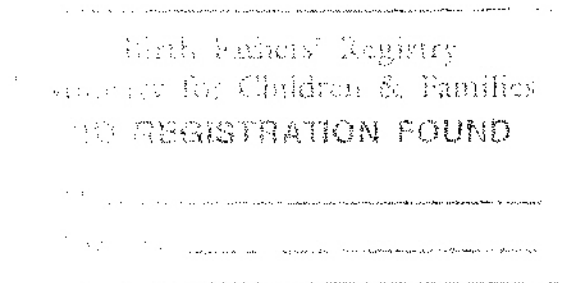
PROCEDURES FOR A SEARCH REQUEST FROM MICROSOFT/OUTLOOK

THE GENERIC OUTLOOK MAILBOX FOR BIRTH FATHERS' REGISTRY:

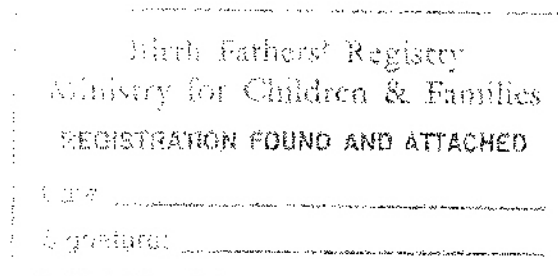
MCF BIRTH FATHERS' REGISTRY MCF:EX

ALIAS IS BFREG

THE STAMP USED FOR NO REGISTRATION FOUND



THE STAMP USED FOR A REGISTRATION FOUND



E-MAIL SEARCH REQUEST THROUGH THE GENERIC OUTLOOK MAILBOX

To Find the Generic Mailbox for the Birth Fathers' Registry:

Go to Address Book

Type MCF BFREG

MCF PARENTS REGISTRY

This prompts you to ~~MCF BIRTH FATHERS' REGISTRY~~ MCF:EX. You now have the address to send an E-MAIL.

To send an E-mail to the Birth Fathers' Registry MAILBOX without using the address book.

On the E-MAIL/note where it shows:

To: Type: MCF BFREG. Then tab down to your Subject Line. The system will automatically default to MCF BIRTH FATHERS' REGISTRY MCF:EX.

The Subject Line usually says: "Search Request".

The E-Mail should have this information on it:

Birth mother's full name and date of birth or age.

Birth father's full name and date of birth or age if known, this is not always known. Most times the birth father is "Unknown" or "Not Named".

Child's full name and birth date if that is the case, if not the child's Expected Date of birth.

Print the E-mail for the file and treat this as a Search Request.

Follow the same procedure for searching a Search Request by mail or fax in the Birth Fathers' Registry data base.

If there is No Record, set up a red file folder in the same manner as a Search Request coming in by mail or fax. 3 letters of the mother's surname go on file, type full names on the label and label file.

- 2 -

Now, send a separate E-Mail to the social worker.
Set up E-Mail like this:

Birth Mother: Surname, full name and date of birth
Birth Father: Surname, full name and date of birth or Unknown if
that's the case.
Child: Surname, full name and date of birth or
Expected Date: 98.07.04

THEN TYPE NOTE:

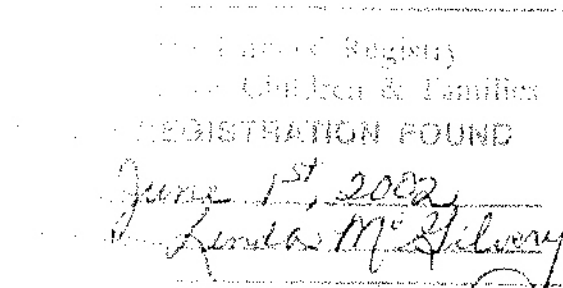
WE HAVE SEARCHED THE BIRTH FATHERS' REGISTRY AND NO
REGISTRATION WAS FOUND. THIS WAS SEARCHED ON JUNE 1st,
2002.

Thanks.

Send the E-Mail and then print the note for the file. USE THE STAMP
AND STAMP the E-Mail note with the same message, date and sign.

For the file you should have 1 copy of the E-MAIL REQUEST and a
separate E-Mail/note with the reply. File on a backing sheet. and file
away.

This is stated automatically in the data base.



**E-MAIL SENT TO BFREG
RE: SEARCH REQUEST
FOR
CONTINUING CUSTODY WARD**

RE: DISTRICT OFFICE SEARCH REQUEST FOR A
CONTINUING CUSTODY WARD

IF A REQUEST IS MADE FOR A SEARCH AND YOU KNOW THE CHILD IS
A CONTINUING CUSTODY WARD.

SEND THIS E-MAIL TO THE SOCIAL WORKER.

For Your Information, See Manual - Practice Standards and
Guidelines for Adoption, Chapter 4/Page 17 - Practice
Standard 33. This states:

"In a proposed adoption of a child in continuing custody
under the Child, Family and Community Service Act, a search
of the Birth Fathers' Registry is not required.

Page 094

Withheld pursuant to/removal as

s.22

PROCEDURES FOR
BIRTH FATHERS' REGISTRY
MATCH FOUND

MATCH PROCESS FOR THE BIRTH FATHERS' REGISTRY

1st Scenario:

We have received by fax or mail a birth father's application (CF2653), a photocopy of his birth certificate, and a letter from a lawyer, agency, or the birth father himself requesting to be registered with the Birth Fathers' Registry.

Go check the application with the Birth Fathers' Registry index drum (Both Sections). Through checking, you could find one or more files on the birth mother, (ie - could be a different birth father) pull the birth mother's file pertaining to the information on the birth father's application. You now have found a "Match".

Pull the file and all the index cards on the birth mother's file. In pencil print the words "Match Found" on all the index cards. Staple all the index cards inside the birth mother's file and Put File aside. NOTE: In this scenario - the Search Request was completed and Date Stamped, April 7th, 1998. "No Registration Found."

Note the birth father's application was received in our office July 7th, 1998. (Note the 150 days haven't passed)

Follow the procedures in the manual for setting-up a Birth Father's File.

You have the birth father's file and have acknowledged the lawyer's letter or the request from the agency. All the correspondence is on the file. Print in pencil the words "Match Found" on all the index cards, then file all the cards back into the Birth Fathers' Registry Section of the drum.

GO to the "K"/birth father/templates/Match Found and look for the sample letter or memo that is required to be sent to a district office, lawyer, or agency. Note sample letter or memo for a child Born or Expected. The Search Request on the file will indicate who you will be addressing this letter or memo to. In this scenario, it is the Agency. Therefore, use the sample letter for the Agency showing the child born and not expected. Change the signature block to your name. Print letter and attached a copy of the birth father's application. Stamp the letter with "Registration Found and Attached" Stamp, date, and sign your name. Type envelope, and address "Personal and confidential" and send "COURIER" AND FAX. NOTE YOU ARE STAMPING THE LETTER BECAUSE YOU NEVER RECEIVED AN UPDATED SEARCH REQUEST FORM TO STAMP.

- 2 -

File a copy of the Match letter or memo on the Search Request file. On the outside of the birth father's file write x-ref - B.Mo: in pencil write her full name, underneath write the words Match Found - CLOSED and pencil in the date.

On the outside of the birth mother's file write x-ref - B.Fa: in pencil write his full name, underneath write the words Match Found - CLOSED and pencil in the date.

Take the birth father's file and the birth mother's file and put an elastic around both files. So the birth father's file is on top. File both files, in the closed section alphabetically by the birth fathers' name.

STAT ON STAT SHEET - the birth father's registration and STAT a Match Found.



Date

**SAMPLE LETTER FOR AGENCY/LAWYER
CHILD EXPECTED**

Hope Pregnancy & Adoption Services Society
#200 - 2975 Gladwin Road
Abbotsford, British Columbia
V2T 5T4

Attention: Donna Schachtel, R.S.W.

Dear Ms. Schachtel:

**RE: YOUR SEARCH REQUEST OF (Date)
Adoption of an Expected Child - Date**

There has been a match found on the Birth Fathers' Registry for the above-expected child. Please find enclosed the Birth Father's Registration. We are providing you with a copy of the application for notification purposes.

Thank you.

Name
Birth Fathers' Registry
Adoption Services

Encl.

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2



Date:

SAMPLE LETTER FOR AGENCY/LAWYER ONLY

FAMILY SERVICES OF GREATER VANCOUVER
ADOPTION AGENCY
#205 - 1600 West 6th Avenue
Vancouver, British Columbia
V6J 1R3

Attention: Social Worker

Dear Ms:

Re: YOUR SEARCH REQUEST OF DATE and
Adoption of a Female Child - b.d.

There has been a match found on the Birth Fathers' Registry for the above-named child. Please find enclosed the Birth Father's Registration. We are providing you with a copy of the application for notification purposes.

Thank you.

Name
Birth Fathers' Registry
Adoption Services

Encl.



Ministry of Children and
Family Development

Adoption Services

MEMORANDUM

TO: Ministry for Children and
Family Development
District Office Only

Date:

Attention: Social Worker

RE: YOUR SEARCH REQUEST OF (Date))
Adoption of a Female/Male child - b.d.

There has been a match found on the Birth Fathers' Registry for the above-named child. Please find enclosed the Birth Father's Registration. We are providing you a copy of the application for notification purposes. Regulation 15 requires that you notify the birth father immediately. Please refer to the Manual "Practice Standards and Guidelines for Adoption" and see Practice Standards 32 & 33.

Thank you.

Name
Birth Fathers' Registry
Adoption Services

Encl.



Date

CHANGE OF ADDRESS FOR A BIRTH FATHER

Hope Pregnancy & Adoption Services Society
#200 - 2975 Gladwin Road
Abbotsford, British Columbia
V2T 5T4

Attention: Donna Schachtel, R.S.W.

Dear Ms. Schachtel:

B.Mo: Full Name

Re: Adoption of an Expected Child - s.22

Further to our telephone conversation today, in which I provided a change of address for _____ a(birth father), this is written confirmation of his new address and telephone number. As discussed, his address is **s.22** and the telephone number is **s.22**. Please attach this letter to his Application for Registration of Birth Father previously sent to you.

Thank you.

Name
Birth Fathers' Registry
Adoption Services

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2

5. Birth Father Registered on the Birth Fathers' Registry - Notification of the Proposed Adoption

Date _____

Name and address of birth father _____

To: _____
(name of birth father)

Child's Date of Birth: _____

Re: Birth Fathers' Registry

This is your notice that in relation to your registration, that the birth mother/guardian intends to place the child born _____ for adoption.
(date of birth)

If you wish further information, please contact our office at _____
(address and phone #)

Yours truly,

Adoption Worker

FIRST ANNIVERSARY OF THE ADOPTION ACT

BIRTH FATHER REGISTRY

The Birth Father Registry is administered by Adoption Section, Regional Support Division. If a person believes that he is a birth father of a child who may be placed for adoption, he can register on the registry to receive notice of a proposed adoption. This provides the birth father with an opportunity to be involved early in planning for the child.

To register, a birth father must complete an application and provide identification. This is mailed or sent by fax to the registry in Victoria.

The Adoption Act requires that in ministry, adoption agency and direct placement adoptions, that notice of the proposed adoption must be given to persons who are registered on the registry before placement of the child.

The registry only accepts requests to search the registry from a social worker of an agency or the ministry, an extra-provincial agency when an adoption is to be completed in British Columbia, a lawyer representing a birth parent or prospective adopting parent, and a prospective adopting parent who has given notice of intent to receive a child by direct placement.

To search the registry a ministry worker may complete an application and fax/mail it to the registry or send the required information electronically to the registry (BFREG). Ministry workers are required by policy to search twice, when a child is registered with Adoption Section for adoption planning and immediately prior to placement if the first search did not show a birth father registered. All other search requests forms are accepted by mail or by fax.

Upon receipt of a search request, the Birth Fathers' Registry searches to determine whether there is a match, and will notify the person requesting the search whether a match is made. If there is a match, the person requesting the search receives a copy of the birth father's application.

The Act requires that the birth father receive notice of the proposed adoption by double registered mail.

There have been 8 birth fathers register on the registry, 197 search requests and 2 matches between November 4, 1996 and October 23, 1997.

Search Requested By	Nov 96	Dec 96	Jan 97	Feb 97	Mar 97	Apr 97	May 97	June 97	July 97	Aug 97	Sept 97	Oct 97	Total
Ministry	1	2	10	5	3	2	9	12	4	5	5	5	63
Agency	0	0	7	1	4	1	14	4	6	11	6	2	56
Lawyer	2	6	6	4	4	5	7	13	10	2	8	5	72
Adopting Parent	1	0	0	0	0	1	0	0	2	1	0	1	6
Total Searches	4	8	23	10	11	9	30	29	22	19	19	13	197
Birth Father Registration	0	0	0	1	1	1	1	0	0	1	1	2	8
Matches	0	0	0	0	0	0	1	0	0	0	1	0	2

STEP-PARENT SECTION FOR SEARCH REQUESTS



Date

PERSONAL AND CONFIDENTIAL

Name
Address
City, Province
Abbotsford, British Columbia
Postal Code

Dear Ms:

Further to our telephone conversation of yesterday, I am enclosing the Birth Father's Search Request form (CF2688) and a "Stop Parent Fact Sheet". Please fill the Search Request form out completely and if any information about the birth father is unknown, please indicate that on the form.

Please return the original Search Request form along with the following:

Photocopies of birth certificates from the parent who is adopting the child, the birth parent and the child to be adopted.

A statement/letter from the birth parent that you are proceeding with the adoption of this child.

As soon as I receive all documentation, then I will process the Search request.

Yours truly,

Name
Birth Fathers' Registry
Adoption Services

Encls

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

Adoption

children & families

[Adopt a Child in BC](#)[Adoption Contacts & Resources](#)[Adoption Acts & Regulations](#)[Adoption Forms](#)

Other Types of Adoption

[back](#)

Stepparent and Other Relative Adoptions in British Columbia

FOR INFORMATIONAL PURPOSES ONLY

Families are often interested in adopting a child related to them by blood. For example, an aunt and her husband might consider adopting their niece. Alternatively, a partner (of a couple) may be interested in adopting the child born to one of them during a previous relationship or marriage.

The British Columbia *Adoption Act*, which came into effect November 4, 1996, addresses the legal requirements to complete a relative adoption:

- Prospective adoptive parent(s) must be residents of British Columbia.
- The Ministry of Children and Family Development does not have a role in relative adoptions. However, the Court (under section 34 of the *Adoption Act*) has the authority to order the Ministry of Children and Family Development to conduct a review into any aspect of the application (i.e., the absence of a biological father's consent, the child's views) and file a report with the Court.
- The Court must consider the child's best interests when making a determination to grant an adoption order.

Interviewing child/children between 7 and 11 years of age

Under the *Adoption Act*, a younger child must be interviewed and his/her views on the proposed adoption and name change will be submitted to the Court.

- A worker who is employed either by a licensed adoption agency, the Ministry of Children and Family Development, or is in private practice and registered by the Board of Registration for Social Workers of the Province of British Columbia, can interview the child and submit a report to the Court. As well, registered psychologists or psychiatrists are able to carry out the same function.
- The Board of Registration for Social Workers can provide a listing of registered workers. If you wish to receive this information, call (604) 737-4916.
- If your child is 12 years or older his/her consent to the adoption and name change must be obtained. Also, a child can revoke their consent to the adoption at any time before the adoption order is granted.

Birth Father Registry

[Birth Father Registry Application Form \(PDF Format\)](#)

Men who suspect or are aware that they are the biological parent of a child may be registered with the Birth Father Registry. Although it is not mandatory, the court may require prospective adoptive parent(s) search the Birth Father Registry. A search form can be obtained from the

Birth Father Registry by calling (250) 387-3660.

The following persons may apply to request a search of the birth fathers' registry:

- a) a social worker
- b) an extra-provincial agency
- c) a person entitled to practice law under the *Legal Profession Act* who represents a party to the adoption
- d) a prospective adoptive parent in a direct placement who has given notice of intent to receive a child into his or her home under section 8(1) of the Act.

Birth Father Search Request Form (PDF Format)

Note: Acrobat Reader is needed to view or print documents in PDF format.

Legal Advice/Assistance

Prospective adoptive parent(s) usually retain lawyers to help them process their adoption application.

- If you want to employ a lawyer, check your local phone book's yellow pages, under Lawyer. Some lawyers offer a 30-minute consultation service for a nominal fee. Adoption is categorized under Family Law.
- Dial-A-Law is a public service operated by the B.C. Branch, Canadian Bar Association. The service provides free tape-recorded information, **not legal advice**. If you are calling within the Lower Mainland, the number is (604) 687-4680; outside the Lower Mainland, call 1-800-565-5297 toll free.
- Some Supreme Court Registries in B.C. provide information packages. The packages contain photocopies of basic forms and instructions to help prospective adoptive parents to complete straightforward adoptions.

It is advisable to consult with a lawyer before completing the forms and submitting the package to the court.

^v Adoption Orders are granted by the Supreme Court of British Columbia herein referred to as the Court.

^{vi} A younger child is defined as between 7 and 11 years inclusive.

^{vii} Information contained in this handout applies to adoptions to be completed in B.C. only. Adoptions to be completed elsewhere must meet the legislative requirements of that jurisdiction.

For more information on adopting one of BC's children call 1-877-ADOPT-07 (1-877-236-7807)



Page 109

Withheld pursuant to/removed as

s.22



Date: Acknowledgement Letter to Adopting Parents
Regarding Search Request Form

Personal and Confidential

Name
Address
City, Province
Postal Code

Dear Mr. and Mrs.:

This is to acknowledge receipt of your letter received Date,
photocopies of the birth certificates, and the original Birth
Father's Registry Search Request form.

Enclosed is a copy of the Birth Father's Registry Search Request
Form. The search was conducted on Date, and there was "No
Registration Found".

Yours truly,

Linda McGilvery
Birth Fathers' Registry
Adoption Services

Encl.

*Send copy of
Search request
with original signed
Stamp*

*Keep copy on file
with original
Signed Stamp*

Ministry of Children and
Family Development

Adoption Services

in Street
IE2

Telephone: (250) 387-3660
Facsimile: (250) 356-1864



Date:

MISSING INFORMATION

Name
Address
City
Postal Code

Dear Mrs./Mr.:

This is to acknowledge we received on Date, the original Birth Father's Search Request form and photocopies of the birth certificates.

Unfortunately, you didn't enclose a photocopy of your child's birth certificate, or a letter from you stating that you are going through the process of adoption that involves your child. As soon as I receive the documents, I will then be able to process the Search Request form.

Thanks.

Yours truly,

Linda McGilvery
Birth Fathers' Registry
Adoption Services

:lm

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2

Telephone: (250) 387-3660
Facsimile: (250) 356-1864



DATE:

PERSONAL AND CONFIDENTIAL

Name
Address
City, Province
Postal Code

Dear Mrs./Mr.:

Further to your faxed request of Date.

To initiate a search request, we require the following:

The original Birth Father's Search Request form filled out and returned back to us with the following documentation:

a photocopy of your birth certificate
a photocopy of the child's birth certificate and
a photocopy of the parent who is adopting the child

Also, a written statement from you that you are going through the adoption process that involves the child.

Yours truly,

Linda McGilvery
Birth Fathers' Registry
Adoption Services

Encl.

Ministry of Children and
Family Development

Adoption Services

Mailing Address:
PO BOX 9705
STN PROV GOVT
Victoria, BC V8W 9S1

Telephone: (250) 387-3660
Facsimile: (250) 356-1864

Location Address:
3rd Fl., 777 Broughton Street
Victoria, BC V8W 1E2

SCHEDULE 3 - FORM 3

FORM 3

(section 2.(1) (b))

Court Registry
Registry No.IN THE SUPREME COURT OF BRITISH COLUMBIA
IN THE MATTER OF THE ADOPTION ACT

IN THE MATTER OF A [male/female] CHILD

Birth Registration Number

AFFIDAVIT

Consent to Adoption by Child Over Twelve

I, [Name in full of child consenting]
 of [Address],
 swear (affirm) as follows:

1. I am the child to be adopted by [Name of adopting parents].
2. The meaning and effect of adoption was fully explained to me by [Name of social worker or lawyer].
3. The circumstances under which I can revoke my consent were fully explained to me by [Name of social worker or lawyer].
4. I consent to being adopted by the applicants.
5. I am signing this consent freely and voluntarily.
6. I do not consent to my name being changed.

OR

I consent to the change of my name to

SWORN BEFORE me at)
 in the Province of British Columbia)
))
) [Signature of person consenting]

This day of 19

.....)
 A commissioner for taking affidavits for British Columbia

SCHEDULE 3 – FORM 2

FORM 2

(section 9 (1) (a))

Court Registry
Registry No.IN THE SUPREME COURT OF BRITISH COLUMBIA
IN THE MATTER OF THE ADOPTION ACTIN THE MATTER OF A [male/female] CHILD
Birth Registration Number

AFFIDAVIT

Parent or Guardian's Consent to Adoption

I, (Name in full of person consenting)
 of [Address], [Occupation],
 swear (affirm) as follows:

1. I am the (Mother/Father/Guardian) of the
 child (Name in full of child to be adopted)
 born on the day of 19 at
 [Place of birth].
- 2.* The meaning and effect of adoption was fully explained to me by
 (Name of social worker or lawyer).
- 3.* The circumstances under which I can revoke my consent were fully explained to me by
 (Name of social worker or lawyer).
4. I consent to the adoption of my child.

OR

- ** I consent to the adoption of my child by [Insert name
 of parent in direct placement].
5. I am signing this consent freely and voluntarily.

(* Not required where the guardian is the director of adoption or administrator of an adoption agency)
 (** Only applies to a direct placement)

SWORN BEFORE me at)
 in the Province of British Columbia)
)
 [Signature of person consenting]

This day of 19)

.....)
 A commissioner for taking affidavits for British Columbia

COURT USE ONLY
COURT REGISTRY
REGISTRY NO.

IN THE SUPREME COURT OF BRITISH COLUMBIA
IN THE MATTER OF THE ADOPTION ACT

IN THE MATTER OF A _____ CHILD
(Male/Female)

Birth Registration Number _____

AFFIDAVIT

Parent or Guardian's Consent to Adoption

_____, of _____
(Name in Full of Person Consenting) (Address)
_____, swear (affirm) as follows:
(Occupation)

1. I am the _____ of the child _____
(Mother/Father/Guardian) (Name in full of child to be adopted)
born on the _____ day of _____ at _____
(Place of birth)

2. *The meaning and effect of adoption was fully explained to me by _____
(Name of social worker or lawyer)

3. *The circumstances under which I can revoke my consent were fully explained to me by _____
(Name of social worker or lawyer)

4. I consent to the adoption of my child.
OR

**I consent to the adoption of my child by _____
(Insert name of parent in direct placement)

I am signing this consent freely and voluntarily.

(* Not required where the guardian is the Director of Adoption)

(** Only applies to a direct placement)

SWORN BEFORE me at _____
in the Province of British Columbia

This _____ day of _____, _____

SIGNATURE OF PERSON CONSENTING

A Commissioner for taking affidavits for British Columbia

BIRTH FATHER'S REGISTRY

93. Regulations - Birth fathers' registry

The Lieutenant Governor in Council may make regulations as follows:

- a) respecting how a person may apply to register under section 10. The information to be provided to the applicant and the information and proof of identity to be provided by the applicant;
- b) respecting how notices are to be given to anyone registered under this Act and specifying when a registration under section 10 is to take effect;
- c) respecting how long a registration remains in force and respecting its cancellation or removal;
- d) respecting who may access information provided by a person who has registered under this Act and respecting confidentiality, security, disposal and disclosure of the information;
- e) respecting the administration, management and operation of the birth fathers' registry.

6. Before placement by the superintendent or an adoption agency

- 1) Before placing a child for adoption, the superintendent or an adoption agency must
 - (g) make reasonable efforts to give notice of the proposed adoption to
 - (ii) anyone who is registered under section 10 in the birth fathers' registry in respect of the proposed adoption.

9. Conditions on direct placement

Prospective adoptive parents may receive a child by direct placement but only if, before the child is received in their home,

- d) the prospective adoptive parents have made reasonable efforts to give notice of the proposed adoption to
- ii) anyone who is registered under Section 10 in the birth fathers' registry in respect of the proposed adoption.

73. Restriction on use and disclosure of certain information

Information in the birth fathers' registry must not be used or disclosed for any purpose except the purpose for which it was provided.

10. Birth fathers' registry

1. A birth father may, in accordance with the regulations, register on the birth father's registry to receive notice of a proposed adoption.

2. Notice to a person registered on the birth fathers' registry is properly given if it is sent, in accordance with the regulations, to the address recorded in the registry.

86. Making a false statement

- 1) A person must not make a statement that the person knows to be false or misleading in an application or in connection with an application
 - a) to register on the birth fathers' registry under section 10
- 2) A person who contravenes this section commits an offence and is liable to a fine of up to \$5,000.

From: Clayton, Anne MCF:EX
Sent: Wednesday July 12, 2000 8:07 AM
To: McGilvery, Linda MCF:EX
Subject: FW: question

You were right Linda!

-----Original Message-----

From: Michael Davies [mailto:michael.davies@ag.gov.bc.ca]
Sent: Tuesday July 11, 2000 4:35 PM
To: Clayton, Anne MCF:EX
Subject: Re: question

No. They will probably have to demonstrate that the parents are dead tho.

"Clayton, Anne MCF:EX" wrote:

- > Is it necessary to do a birth father registry check in an adult adoption? We
- > have a caller who is attempting an adult adoption and they say both
- > biological parents are deceased. I would think a birth father registry check
- > is unnecessary in an adult adoption as they are consenting to their own
- > adoption.
- >
- > Anne Clayton
- > Policy Analyst
- > Adoption Branch, XNG
- > Child Protection Division
- > Ph: 250 387-7055 FAX: 250 356 1864
- > New E-mail Address: Anne.Clayton@gems5.gov.bc.ca
- >
- > The government of BC is an "Employment Equity Employer"

Michael Davies
Ph: 356-8432
Fax: 356-8992

in keeping with our policy on these matters, we ask that the contents of this e-mail not be disseminated to anyone other than government personnel without the express written consent of the writer

From: LMCOTTRE--MHR01

Date and time

01/17/97 07:23:37

To: KLEONG --MHR01

Karen Leong

Cc: JMCARLSO--MHR01

Jeannette Carlson

KESHEPPA--MHR01

Kerry Sheppard

RGRUFFEL--MHR01

Robin Ruffell

NGHYNES --MHR01

Nora Hynes

CAROBERT--MHR01

Carolyn Robertsen

MSHERRIN--MHR01

Mona Herring

LJMCGLV--MHR01

Linda McGilvery

AJWESTPH--MHR01

Andrea Westphal

FROM: _____ Lisa Cottrell

SUBJECT: B. Father Reg.

Linda brought to my attention that page 2-2-29 of the latest draft of the policy indicates that a prospective adoptive parent who wishes to bring a child from outside BC to BC to be adopted (Sec. 48) can, themselves, request a search of the Birth Fathers' Registry. As discussed earlier this week this is incorrect. In the case of a Section 48 adoption placement only a lawyer, (who is entitled to practise under the Legal Profession Act), an extra - provincial agency (that is an agency with guardianship responsibilities equivalent to that of the Director of CF&CS) or a social worker from one of the BC adoption agencies (MCF social workers should not be requesting these searches - this was a policy decision due to the workload issue) should be requesting these searches.

Please advise me via E-mail of any other inaccuracies in the policy - thank you

* * *

Regards,

Lisa Cottrell

Adoption Division (65C) Phone: 387-2283 FAX 356-7862

From: LMCOTTRE--MHR01
To: LJMCgilv--MHR01 Linda McGilvery

Date and time 02/12/97 15:36:57

FROM: Lisa Cottrell
SUBJECT: Section 48 Adoption Act
Linda FYI.

* *

Regards,

Lisa Cottrell

Adoption Division (65C) Phone: 387-2283 FAX 356-7862

*** Forwarding note from LMCOTTRE--MHR01 02/12/97 15:35 ***

To: DEBIBBY --MHR01 Dan Bibby

cc: THUSHER --MHR01 Trudy Usher

JMATTLE --MHR01 Jory Attle

FROM: Lisa Cottrell

SUBJECT: Section 48 Adoption Act

The Adoption Act Implementation Team has received a number of requests for clarification regarding search requests for the Birth Fathers' Registry specifically related to Section 48 of the Act.

The draft policy found on pages 6-1-20 and 2-2-29 is incorrect. My apologies for the confusion it is causing. Clarification will be going out to the field as soon as possible on the BBADOPT regarding this matter.

The Adoption Regulation, section 14, does not allow prospective adopt. parents who intend to bring a child from outside BC into the province to be adopted to request a search of the Birth Fathers' Registry. The Regulation does allow a lawyer, extra-provincial agency or social worker to request this search. In an effort to address work load concerns a policy decision has recently been made that ministry social workers are not to take responsibility for requesting a search of the Birth Fathers' Registry in a section 48 placement. This responsibility must be carried out by the prospective adoptive parents' lawyer who would also be completing the adoption in BC.

If this clarification is insufficient please feel free to contact me. I would appreciate you passing this clarification on to your staff until the information can be communicated by the BBADOPT.

Thank you.

* * *

Regards,

Lisa Cottrell

Adoption Division (65C) Phone: 387-2283 FAX 356-7862

Parents' Registry User Guide

September 2013



Revisions

Date	Change Reference
September 2013	Application name change from Birth Father Registry to Parents' Registry
May 2009	Updated for MCFD Vista Core Image Upgrade.
October 2005	Allow the option for a Birth Father to voluntarily withdraw from BFR. When entering a new Notice of Proposed Adoption, the requestor field is now mandatory.

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Parents' Registry

Overview

The Parents' Registry was established under the new Adoption Act to ensure the protection of parents' rights in law. If a person believes he or she is the parent of a child who may be placed for adoption in British Columbia, he or she can register on the Parents' Registry in order to receive notice of a proposed adoption. He or she may register on or after the birth of the child. However, to receive notice of a proposed adoption, the parent must register no later than 150 days after the placement of the child.

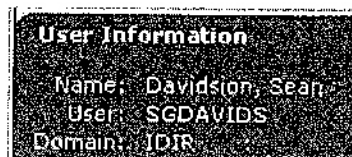
The Parents' Registry system allows you to enter Parent Registrations and Notices of Proposed Adoption. Then, you can perform a search for matches between them based on a combination of the registrant, parents, and child's legal and alias names. You can generate a variety of reports on the information and the matches.

Security Access Request

Complete the security Access Request template, and forward it to the appropriate person for approval.

Your Profile and PR

Your User Information displays on the Main Menu at the left-hand side of the screen under the Help box.



Help

Help for Government Employees (IDIR)

If you are accessing the application with an IDIR ID (Government Employees), and you require technical support or help using PR, call the MCFD Helpdesk by phone at: (604) 775-4357, or by email at: MCFHelpdesk@gov.bc.ca.

You can practice on the PR Training site:

<http://canon.mcf.gov.bc.ca/BirthFatherRegistrytraining/mainmenu.aspx>

When You Leave Your Computer

If you are planning on keeping PR open while you do other things, save the record you are working on, and leave it on the Main Menu. If you leave it open on a Parents' Registry or Proposed Adoption record, you may lose any unsaved information.

Quickstart Parent Registration

Add a New Parent Registration

- 1) You will receive an application for PR by fax or mail.
- 2) Check for the required identification information in the Registrant's application. If all information is not present, you will make a request to the Registrant by mail for additional information. Critical information is outlined below:
 - The Registrant and Parents' complete names.
 - Aliases are permitted.
 - Registrant address information.
 - Place of birth if known.
 - Address information is **not** required for the Parents and Child.
- 3) Within 5 days, you must send the Registrant an acknowledgment that his or her registration application has been received. This is usually done on the same day that it is received.
- 4) If the Registrant is applying to register more than one child, a separate registration must be completed for each child.
- 5) Add the Parent Registration information into the system.
- 6) Search the Notice of Proposed Adoptions.
- 7) If there is a match:
 - Examine the corresponding Notice of Proposed Adoption in the system.
 - Link to the matched Notice of Proposed Adoption.
 - Report the matches directly to the social worker or lawyer who is legally responsible for informing the Registrant.
 - The social worker or lawyer will inform the Registrant of the match by fax or mail.
- 8) If no match is found, the registration will remain active in the database until:
 - A match is found.
 - The child reaches 19 years of age.
 - The application is withdrawn in writing.

Update a Parent Registration

- 1) You will receive a request by fax or mail to update an existing Parent Registration.

Parent's Names	If a change is required for one of the Parent names, you will add a new Parent Registration.
Other Changes	For any other changes, attempt to locate the existing Parent Registration.

- 2) Update the record, and save.

Withdraw (and Delete) a Parent Registration

- 1) One of the following circumstances must have occurred to allow you to withdraw and delete an existing registration:
 - The Registrant has sent a written notice to the Registry requesting a cancellation of the application.
 - The child has reached 19 years of age.

Quickstart Notice of Proposed Adoption**Definition**

A Notice of Proposed Adoption is a requirement of all potential adoptions. In the notice, Parent and Child information must be provided to facilitate a possible match of Parent Registration information in PR.

Query or Update a Notice of Proposed Adoption

- 1) You will receive a Notice of Proposed Adoption form.
- 2) Search for the Parent in the system.
- 3) Query, update and save the desired file.

Add a Notice of Proposed Adoption (if the application is complete)

- 1) Search to verify the record does not already exist.
- 2) If there is no record, add new Notice of Proposed Adoption.
 - The application form must be signed.
 - If the parents are doing a stepparent/relative adoption themselves, they must provide photocopies of both the child's birth certificate, and the birth certificate of the person who is adopting the child.
 - They must provide a statement from the parent stating they are going through the adoption process that involves the child.

- If any of the above information is not provided, send the Stepparent Information letter found on the Forms page.

Note: Take care in what you add as you will be unable to delete a Notice of Proposed Adoption even if it is added in error.

3) Search for the Parent Registration.

4) If the search reveals a match with a Parent Registration:

- Match.
- Stamp the Notice of Proposed Adoption form with the date and "Registration Found and Attached".
- Fax and mail a copy of the Notice of Proposed Adoption, and the Parent Registration to the search requestor.
- The search requestor is now legally responsible for notifying the Registrant.

5) If the search reveals no match with a Parent Registration:

- Stamp the Notice of Proposed Adoption form with the date and "No Registration Found".
- Fax with cover sheet, and mail this form to the search requestor.
- If the search request was received by mail, send this form with an acknowledgement letter.



Login and Security

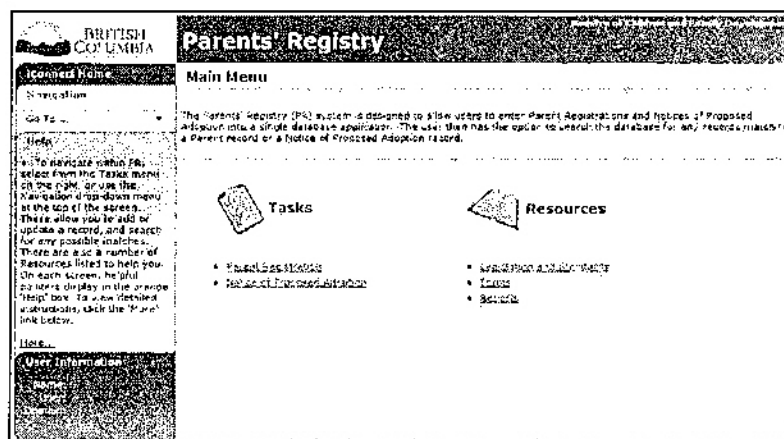
Login

PR is available only to MCFD workers with an IDIR account.

1) Type the PR address into your web browser:

- PR Production site:
<http://canon.mcf.gov.bc.ca/BirthFatherRegistry/mainmenu.aspx>
- PR Training site:
<http://canon.mcf.gov.bc.ca/BirthFatherRegistry/training/mainmenu.aspx>

2) The PR Main Menu displays.



Role Definitions and Access

Role	Definition	Access
Parents' Registry Operator	The administration group of the Parents' Registry application.	Full access.
Parents' Registry Viewer	The viewing group of the Parents' Registry application.	Read-only access.
Parents' Registry Support	The IT support group of the Parents' Registry application.	Read-only access.

Organized by activity, the actions available in PR are outlined below.

Activity	Actions You Can Take	Who Can Do This
Parent Registration	View Parent Registration	All Users
	Add/Edit Parent Registration	PR Operator
	Search for Notice of Proposed Adoption Matches	PR Operator
	Link to Matched Notice of Proposed Adoption	PR Operator

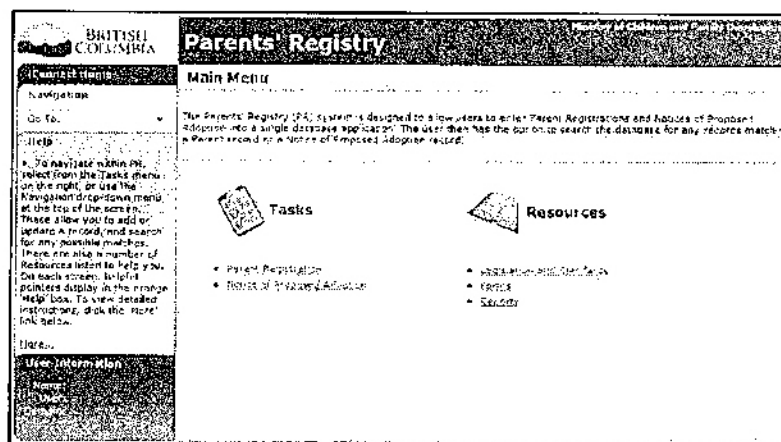
Activity	Actions You Can Take	Who Can Do This
	Withdraw Parent Registration	PR Operator
Notice of Proposed Adoption	View Notice of Proposed Adoption	All Users
	Add/Edit Notice of Proposed Adoption	PR Operator
	Search for Parents' Registry Matches	PR Operator
	Link to Matched Parent Registration	PR Operator
Reports and Forms	View and Print Report	All Users
	Create and Print Form	All Users
	Print Fax Cover Sheet	All Users



Navigation

Main Menu and Functions

To navigate within PR, choose an activity from the Tasks menu. You can also use the Navigation drop-down menu on the far left. Use the tree-view menu directly below it to navigate back to pages you have already been to.



There are also a number of useful resources listed on the Main Menu.

On each screen, helpful pointers display in the orange "Help" box. To view detailed instructions, click the "More" link.

Tasks

Task	Actions You Can Take
Parent Registration	View, Add, Update a Parent Registration. Search for Notice of Proposed Adoption Matches. Link to Matched Notice of Proposed Adoption. Withdraw Parent Registration.
Notice of Proposed Adoption	View/Edit Notice of Proposed Adoption. Add Notice of Proposed Adoption. Search for Parent Registration Matches. Link to Matched Parent Registration.

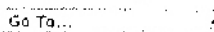


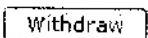


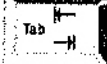


Resources









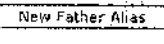


Resource	Actions You Can Take
Legislation and Standards	View the MCFD Legislation and Regulations web site.
Forms	Generate a variety of forms.

Resource	Actions You Can Take
	<ul style="list-style-type: none"> - Stepparent and Other Relative Adoption Fact Sheet - Fax Cover Page - Letter Template - Incomplete Registration - Stepparent Information - Stepparent Acknowledgement - Parents' Registry Application for Registration - Parents' Registry Search Request
PR Training Mode	Access the PR Training site, where you can practice on PR
Reports	Generate PR Statistics Reports. Generate Reports on certain types of PR Records.

Common Actions



Here are some common navigational actions in this system:

Button/Keystroke	Action	Result
	Click drop-down arrow	Presents a list of choices. Select by clicking on them. Use the Navigation "Go To..." drop-down at the top left corner of the screen to go back and forth between screens. Do not use the Back and Forward buttons on your web browser. Doing so may result in unexpected problems and lost information.
	Click Search	Initiates a search based on the criteria you have typed.
	Click New	Displays a page to enter new information.
	Click Withdraw	Withdraws and deletes the Parent Registration you are viewing.
	Click Delete icon	Deletes the record you are viewing.
	Single click	Single click to select a record, an option, or engage an action.
	Press the tab key	Move to the next available field.
	Press Home key	Move to beginning of field.
	Click small Calendar icon	Brings up a small calendar window to select date. 1 Select month and year from drop-downs. 2 Second, click on day number. To apply the date and close the calendar, you MUST click a DAY.

Button/Keystroke	Action	Result
		
	Click Save Icon	Saves the adjacent record.
	Click Save Button	Saves the current record.
	Click Edit Icon	Unlocks the adjacent fields for editing.
	Click Refresh Icon	Returns fields to saved values and cancels edit.
	Click Match Button	Matches the record you are viewing with the adjacent search result.
	Click Cancel Button	Cancels the matching process, and returns to the original record.
	Click Binoculars Icon	Performs a search of Parent Registration records.
	Click New Alias Button	Allows you to enter a new alias name for the registrant, parent, or child.
	Click Large Arrow Icon	Navigates back and forth between multiple pages of records.
	Click Print Icon	Brings up the current screen in a printer friendly format.

Common Messages

Here are some common messages you will see as you navigate the system:

Message and Meaning	
	<p>Parent Registration has been withdrawn</p> <p>The Parent Registration you are viewing has been withdrawn. This is the same as deleting the record. You will be unable to access it in the future, or match it with a Notice of Proposed Adoption.</p>
	<p>The following validation errors occurred:</p> <ul style="list-style-type: none"> Please specify a valid date. Date format: MM/DD/YYYY. <p>The date you entered was in an incorrect format. Re-enter the date as shown, or select one using the calendar date picker, and click 'Save' again.</p>

Message and Meaning



The following validation errors occurred:

- Age should be between 0-150

The age you entered is in an incorrect format, or was too large a number. Re-enter the age, and click 'Save' again.



Record has been successfully saved

Save is completed, and the record is ready to be used in a search.



Please save this record before searching.

You are unable to perform a new matching search if you have made unsaved changes in the record you are viewing. Please click 'Save' before performing a search.

Using the Calendar Date Selector

All dates in the PR application can be entered either one of two ways. You can enter them manually in the format **mm/dd/yyyy**. Or you can use the calendar date selector activated by the small calendar icon next to all enterable dates. To use this option:



< September 2005 >						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8
12 September 2005						

1. Click the small calendar icon next to date field. This brings up the calendar.

2. Select a month and year from the drop-downs. The calendar displayed will automatically update to reflect that specific month.

3. Click on the day number to select the date. To apply the date and close the calendar, you must click a day.

How to Search in PR

Searching for a PR or NPA

This section outlines the searching procedure. Use this each time you access a Parent Registration or Notice of proposed Adoption.

Before you add a new Parent Registration or Notice of Proposed Adoption, it is important that you first perform a search of all records currently in the system. This will prevent duplicate records.

- 1) From the Main Menu, select either Parent Registration or Notice of Proposed Adoption. The Find Parent Registration or the Find Notice of Proposed Adoption screen appears.

- 2) Add search criteria, and click 'Search'.
 - Add information to one or more fields.
 - Search first by Surname.
 - If no results are found, you may search by a first or last initial, or a partial name only.
 - If no results are found, you may search by an alias name if necessary.
 - If you perform a search without entering any search criteria, you will retrieve a list of all Parent Registrations or Notices of Proposed Adoption in the system.

Field Name	Description
Surname	The legal or alias last name of the registrant, parent, or child.
Given Names	The legal or alias given name(s) of the registrant, parent, or child.

- Search results display 10-per-page, organized by Registrant ID or Notice of Proposed Adoption ID.
- You can sort the search results by any of the headings. Click the heading once to sort in alphabetically ascending order. Click the heading again to sort in descending order.
- If there is more than one page of records, you can navigate back and forth between them by selecting a page from the drop-down list at the bottom of the results, or by clicking the large arrow icon.

[illegible]

- If you have found the record you were looking for, and need to change some of the information, proceed to the *Update a Parent Registration* or *Update a Notice of Proposed Adoption* in this document.
- If you have found the record you were looking for, and you do not need to change anything, proceed to *Match Registrant with Proposed Adoption* or *Match Proposed Adoption with Registrant* in this document.
- If there is no existing record, proceed to the *Add Parent Registration* or *Add Notice of Proposed Adoption* in this document.

Note:

- The search may retrieve other records in the system with similar names. Query them if needed to examine and verify the more detailed information.
- If a child's sibling has already been entered, you need to add a separate record for each sibling.

Parent Registration

Introduction

After receiving a Parents' Registry application, check to see that informational the necessary information has been provided, and either a copy of the registrant's birth certificate, drivers license or passport for identification purposes. The application form must be signed. To begin the process of matching a Registrant with a Proposed Adoption, you will first enter all Registrant, Parent, and Child information as provided in the application. You will then do a matching search.

A complete registration is needed to successfully match a Registrant with a Notice of Proposed Adoption. New registrations are only added after an extensive search to make sure they do not already exist.

Add the information as provided by the Registrant in the application form. Only add the information and complete the registration if the information is sufficient. If anything is missing, send a letter by mail requesting additional information. Use the Incomplete Registration letter template on the Forms page.

What information is required to process Registrant's application?

- The Registrant's and Parents' complete names.
- Aliases are permitted.
- Registrant address information.
- A birth place if known.
- Address information is not required for the Parents and Child.
- Copy of Registrant's identification.
- The application form must be signed.

Any registration added will remain active until:

- A match is found.
- The child reaches 19 years of age.
- The application is withdrawn in writing.

The Manage Parent Registration screen allows you to enter basic information. Four tabs are available to organize information: Record Information, Registrant Information, Parent Information, and Child Information. After you save, you may return to this screen at any time to update the information.

Overview of Registration Information

Here is an overview of Parent Registration information.

Field Name	Description
Record Information Tab	
Registrant ID	The unique identification number assigned to each Registration (generated when record is first saved).
Date Received	The date the registration application was received (enter date mm/dd/yyyy or use calendar date selector).
Acknowledgement Sent	The date that the acknowledgement that of the registration application was sent to the registrant (enter date mm/dd/yyyy or use calendar date selector).
Search Date	The date a new registration was first searched for (generated when first search is conducted).
Create Date	The date the registration was first entered and saved (automatically generated when the record is first saved).
Change Date	The date of the most recent change saved to this registration (automatically generated each time changes are made to record).
Date Entered	The date that this registration was entered into the PR web application (automatically generated when record is first saved).
Identification Enclosed	Which sort of identification the registrant provided in his application. Select from dropdown.
Create User ID	The username of the person who first entered and saved this registration (automatically generated when record is first saved).
Change User ID	The username of the person who most recently edited this registration (automatically generated each time changes are made to record).
Registrant, Parent, and Child Information Tabs	
Surname	The legal last name of the registrant, parents, and child (type in name).
Given Names	The legal given name(s) of the registrant, parents, and child (type in name).
Birth Date / Age	Whether the application supplied a birth date or an age (select from dropdown for parents and child).
Birth Date	The registrant, parents, and child's birth date. (Enter date mm/dd/yyyy or use calendar date selector).
Age	The parents or child's age if exact birth date is not provided (type in age).
Gender	The gender of the child (select from dropdown for child only).
Address Line 1 and 2	Address information for the registrant, parents, or child (type in address information).
City	The city where the registrant/parents/child lives (type in city).
Province	The province where the registrant, parents, or child lives (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Country	The country where the registrant, parents, or child lives (select from dropdown).
Postal Code	The postal code of the registrant, parents, or child (type in postal code).
Telephone	The telephone number of the registrant, parents, or child (type in number).
Birth City	The city that the child was born in (type in city).
Birth Province	The province where the child was born (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Birth Country	The Country where the child was born (select from dropdown).
Alias Surname	Any alias, aka, or other last names of the registrant, parents, or child (Type in name).
Alias Given Names	Any alias, aka, or other given names of the registrant, parents, or child (Type in name).

Overview of Registration Buttons


Here is an overview of Parent Registration buttons.

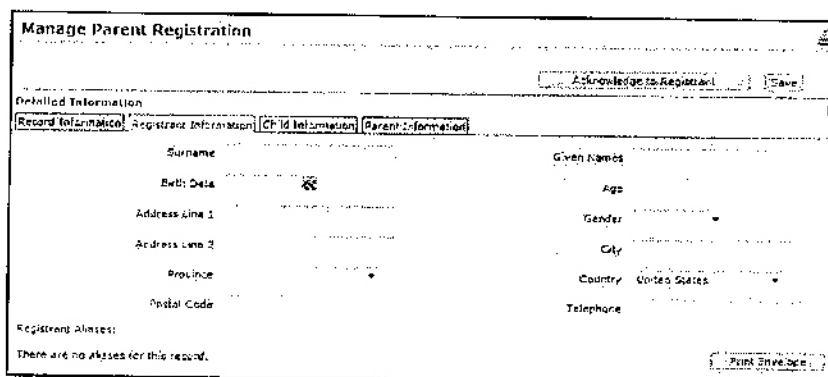
Button	Function
New Alias	Click to add a new registrant/parent/child alias. After clicking, enter the names and save.
Acknowledge to Registrant	Click to generate an editable personalized Acknowledge to Registrant form.
Save	Click to save the registration.
Notice of Proposed Adoption Search	Click to perform a search of all Notice of Proposed Adoption records based on all names entered for the registrant/parents/child.
Withdraw	Click to withdraw and close the registration. This will delete the record from the system.

Add Parent Registration Information

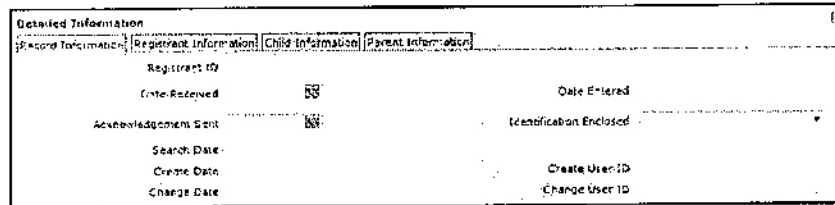
Before you add a new Registration, it is important that you first perform a search of all registrations currently in the system. This will prevent duplicate records.

- 1) Search for the Parent Registration. See page 11 for detailed instructions.
- 2) If none of the Registrations listed correspond to the Parents' Registry Application in question, click the 'New' button.
- 3) The Manage Parent Registration screen appears, divided into 4 tabs: Record Information, Registrant Information, Parent Information, and Child Information. For each tab, enter information as provided in the Parent Registration application form. Click 'Save'.
 - Check to see that the successful save message has appeared.
 - For definitions of each field, see Overview of Registration Information above.

Tip: To view all the tabs on one screen, click the small  on the far right.

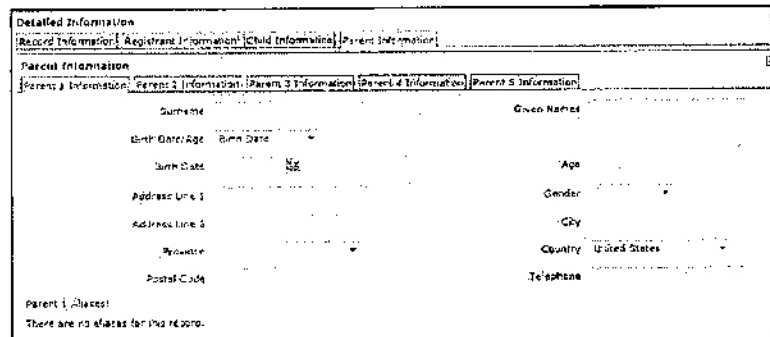


- 4) Add information in the Record Information Tab. This tab displays a summary of administrative information about the registry. Add the information and click the next tab.



Field Name	Description
Registrant ID	The unique identification number assigned to each Registration (generated when record is first saved).
Date Received	The date the registration application was received (enter date mm/dd/yyyy or use calendar date selector).
Acknowledgement Sent	The date that the acknowledgement that of the registration application was sent to the registrant (enter date mm/dd/yyyy or use calendar date selector).
Search Date	The date a new registration was first searched for (generated when first search is conducted).
Create Date	The date the registration was first entered and saved (automatically generated when the record is first saved).
Change Date	The date of the most recent change saved to this registration (automatically generated each time changes are made to record).
Date Entered	The date that this registration was entered into the PR web application (automatically generated when record is first saved).
Identification Enclosed	Which sort of identification the registrant provided in his/her application. Select from dropdown.
Create User ID	The username of the person who first entered and saved this registration (automatically generated when record is first saved).
Change User ID	The username of the person who most recently edited this registration (automatically generated each time changes are made to record).

- 5) Add information in the Registrant, Parent, and Child Information tabs. These tabs allow you to enter basic identification and contact information for the Registrant, Parents, and Child. Enter all known information for each tab, click 'Save', and proceed to the next tab.



Field Name	Description
Surname	The legal last name of the registrant, parent, and child (type in name).
Given Names	The legal given name(s) of the registrant, parent, and child (type in name).
Birth Date / Age	Whether the application supplied a birth date or an age (select from dropdown for mother and child).
Birth Date	The registrant, parent, and child's birth date. (Enter date mm/dd/yyyy or use calendar date selector).

Field Name	Description
Age	The parent or child's age if exact birth date is not provided (type in age).
Gender	The gender of the child (select from dropdown for child only).
Address Line 1 and 2	Address information for the registrant, parent, or child (type in address information).
City	The city where the registrant/parent/child lives (type in city).
Province	The province where the registrant, parent, or child lives (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Country	The country where the registrant, parent, or child lives (select from dropdown).
Postal Code	The postal code of the registrant, parent, or child (type in postal code).
Telephone	The telephone number of the registrant, parent, or child (type in number).
Birth City	The city that the child was born in (type in city).
Birth Province	The province where the child was born (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Birth Country	The Country where the child was born (select from dropdown).

Add Alias Names (if applicable)

Once you have saved a new Parent Registration, you will be able to enter any additional alias names for the Registrant, Parent, and Child. **You will not be able to enter an alias name until you save the record.**

You can enter any number of alias names for each person.

- 1) Click the 'New Alias' button on the right side, just above the Alias list.

- 2) Type in the Alias names.
- 3) Click the blue disk Save icon. The new Alias name is saved.

Note: While there is no limit on the number of aliases you can enter, they should all be for the same person. For instance, if there are multiple children for the same parents, create a new registration record for each child. Do not enter additional children as alias names.

Field Name	Description
Alias Surname	Any alias, aka, or other last names of the registrant, parent, or child (Type in name).
Alias Given Names	Any alias, aka, or other given names of the registrant, parent, or child (Type in name).

Update an Alias

- 1) To update an Alias, click the pencil and paper Update icon to the right of an Alias name.
- 2) Add the updated Alias information.
- 3) Click the blue disk Save icon. The updated alias saves.

Delete an Alias

- 1) To delete an Alias, click the red X Delete icon to the right of the Alias name. The Alias will delete.

Send Acknowledgement to Registrant

- 1) From the Manage Parent Registration screen, click the 'Acknowledge to Registrant' button. The form displays in Word format in a new window.
- 2) Make any necessary changes or additions to the form.
- 3) Print the form, or save it on the network.

Update a Parent Registration.

You may update an existing Parent Registration. You will receive by either mail or fax a request to make the changes.

*Note: If you need to change the **Parent Name**, you should create a new Alias Name using the parent's new name, as well as all of the other Registration information. Do not edit the Parent Name in an existing registration, as the registrant may be incorrect.*

- 1) Search for the Parent Registration. See page 11 for detailed instructions.
- 2) Add the updated information as specified in the request. For an overview of Parent Registration Information, see page 14.
- 3) Click 'Save'.

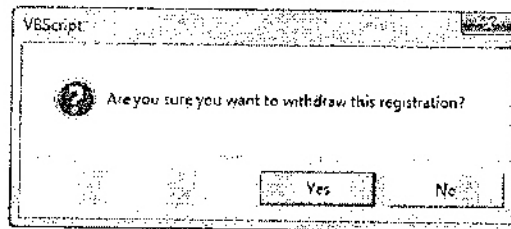
Withdraw (Delete) a Parent Registration

One of the following circumstances should have occurred for you to withdraw and delete an existing registration:

- The Registrant has sent a written notice to the Registry requesting a cancellation of the application.
- The child has reached 19 years of age.

Important: Withdrawing a Parent Registration deletes the record. This is a permanent deletion. Make sure that you are viewing the correct record before clicking 'Withdraw'.

- 1) Search for the Parent Registration. See page 11 for detailed instructions.
- 2) Click the 'Withdraw' button at the top right of the screen.
 - On the pop-up, click 'Yes' if you are sure. Click 'No' to return to the record.



- You will receive a message informing you that the registration has been withdrawn.
- After you have withdrawn the registration, there is no need to save.
- You can view a list of all withdrawn registrations using Closed Parents' Registry Records on the Reports page.

Match a Registrant with a Proposed Adoption

Introduction

PR allows you to search the registry by the legal and alias names of the Registrant, the Parent, and the Child. Along with any exact matches, it will display a list of possible matches.

To be classified as a possible match, PR requires that only one name from a Parents' Registry be the same as one from a Notice of Proposed Adoption. This can be a legal or alias, first or last name.

You should do a matching search as soon as you enter any new Parent Registration. Therefore, the first step is to search for the Parent Registration. If it does not already exist, you will have to add it.

Step 1 – Search for Parent Registration

The search will find records outlining personal information about the Registrant, Parents, and Child. From there, you can perform a search for any matching Notices of Proposed Adoption.

- 1) From the Main Menu, select Parent Registration. The Find Parent registration screen appears.

Find Parent Registration

Search Criteria

Registrant

Surname: Given Names:

Child

Surname: Given Names:

Parent 1

Surname: Given Names:

Parent 2

Surname: Given Names:

Parent 3

Surname: Given Names:

Parent 4

Surname: Given Names:

Parent 5

Surname: Given Names:

- 2) Add search criteria, and click 'Search'.

- Add information to one or more fields.
- Search first by Surname.

- If no results or if too many results are found, search by a first or last initial, or a partial name only.
- If no results or if too many are found, search by an alias name if necessary.

Field Name	Description
Surname	The legal or alias last name of the registrant, parent, or child.
Given Names	The legal or alias given name(s) of the registrant, parent, or child.

3) Search results display basic information for the registrant, parent, and Child.

- Search results display 10-per-page, organized by Registrant ID.
- You can sort the search results by any of the headings. Click the heading once to sort in alphabetically ascending order. Click the heading again to sort in descending order.
- If there is more than one page of records, you can navigate back and forth between them by selecting a page from the drop-down list at the bottom of the results, or by clicking the large arrow icon.

Search Results							
Registrant ID	Registrant	Child	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5
2342	Name: TEST, Test Birth Date: 07/19/1976 Gender: Male	Name: TEST, Test Birth Date: 07/19/2013	Name: Birth Date: Gender:	Name: Birth Date: Gender:	Name: Birth Date: Gender:	Name: Birth Date: Gender:	Name: TEST, Test Birth Date: Gender:
1011	Name: TEST1, Test1 Birth Date: Gender:	Name: TEST1, Test1 Birth Date: 07/19/1990	Name: Birth Date: Gender:	Name: Birth Date: Gender:	Name: Birth Date: Gender:	Name: Birth Date: Gender:	Name: Birth Date: Gender:

4) Click the Registrant ID number to view the Registration.

- If you have found the Registration you were looking for, and need to change some of the information (e.g., a new Alias Name), proceed to the section *Edit a Parent Registration* in this document.
- If there are no matches, proceed to the section *Add Parent Registration* in this document.
- If you have found the Registration you were looking for, and you do not need to change anything, continue with Step 2 below.

Note: - The search may retrieve other registrations in the system with similar names. Query them if needed to examine and verify the more detailed information.

- If a child's sibling has already been entered, you need to enter a separate Parent Registration, and perform a separate match for each sibling.

Step 2 – Search for Notice of Proposed Adoption Matches

- 1) View the search results that have similar names.

Manage Parent Registration

[Add/Update to Registrant](#)
[Save](#)
[Notice of Proposed Adoption Search](#)
[Close](#)
[Withdraw](#)

Registrant Information | **Child Information** | **Parent Information**

Surname: TEST
Given Name: Test
Birth Date: 07/15/1976
Age: 37
Address Line 1: 1
Address Line 2: 1
City: L
State: Alabama
Country: United States
Postal Code: 1
Telephone: 1

[New Registrant Alias](#)
[Print Enrollment](#)

Surname	Given Name		
TEST	Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 Record(s) Page 1 of 1

- 2) When you are sure you have found the correct Parent Registration, click the 'Notice of Proposed Adoption Search' button at the top of the screen.
- 3) A matching screen displays showing the legal names of the registrant, parents, and child used in the search, and below, a list of potential Notice of Proposed Adoption matches.

No Matches Found?

If no matches are found, you will receive a message informing you of this.

To return to the Parent Registration record without performing a match, click the 'Cancel' button at the top right of the screen.

If no match is found, the registration will remain active until a match is found on a subsequent search, the child reaches 19 years of age, or the application is withdrawn in writing.

Potential Matches Found?

Any potential matches found by the search are listed under *Search Results of Notice of Proposed Adoption*. Proceed to Step 3 below.

Step 3 – Examine Potential Matches

Once you have matched a Parent Registration and a Notice of Proposed Adoption, the match is permanent. Therefore, it is important that you closely examine the potential matches found by the search before you commit to a match.

Match Parent Registration to Notice of Proposed Adoption

Parent Registration Information

Registrant	Surname: TEST Birth Date: 07/19/1976	Given Name: Test Gender: Male
Child	Surname: Test Birth Date: 07/15/2013	Given Name: Test
Parent 1	Surname: Birth Date:	Given Name: Gender:
Parent 2	Surname: Birth Date:	Given Name: Gender:
Parent 3	Surname: Birth Date:	Given Name: Gender:
Parent 4	Surname: Birth Date:	Given Name: Gender:
Parent 5	Surname: Birth Date:	Given Name: Gender:

Search Results of Notice of Proposed Adoption

Notice of Proposed Adoption ID	Child	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5	Match
111111	Name: TEST, Test Gender: Birth: 07/15/2013 Age:	Name: Gender: Birth Date:	Name: TEST, Test Gender: Birth Date: 07/19/1976	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Match
222222	Name: MICHAEL, Smith Gender: Birth Date:	Name: MICHAEL, Smith Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Match

- 1) First, scan the results for likely matches based on the names and birth dates. If there is more than one page of records, you can navigate back and forth between them by selecting a page from the drop-down list at the bottom of the results, or by clicking the large arrow icon.
- 2) Closely examine any similar matches by clicking on the Notice of Proposed Adoption ID to the left of each listed record. Examine it, and then close the window by clicking the X at the very top right corner.

Manage Notice of Proposed Adoption

Parents' Registry Search Records

Notice of Match: [X] [View] [New Parents' Registry Search]

Details Information

Child Information | Parent Information | Record Information

Parent Information

Parent 1 Information | Parent 2 Information | Parent 3 Information | Parent 4 Information | Parent 5 Information

Surname: TEST Given Name: Test

Birth Name: Age: Birth Date: 07/19/1976 Age: 40

Gender: Male

Parent 2 aliases:

There are no aliases for this record.

Step 4 – Perform Match

- 1) When you are certain that one of the Notice of Proposed Adoption records is a correct match to the Parent Registration record, click the 'Match' button on the right.

Search Results of Notice of Proposed Adoption							
Notice of Proposed Adoption ID	Child	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5	Match
22101	Name: TEST, Test Gender: Birth Date: 07/19/2010	Name: Gender: Birth Date:	Name: TEST, Test Gender: Birth Date: 07/19/1976	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Match
22102	Name: MICH, Mich Gender: Birth Date:	Name: MICH, Mich Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Match

- 2) You return to the Parent Registration record, and the match you just made displays under *Matched Notice of Proposed Adoption* at the bottom of the screen.

Matched Notice of Proposed Adoption						
Notice of Proposed Adoption ID	Date of Search	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5
22101	07-19-2010		TEST, Test			

Note: Report the match directly to the social worker or lawyer who is legally responsible for notifying the Registrant.

Notice of Proposed Adoption

Introduction

Whenever a child has been proposed for adoption, a Notice of Proposed Adoption must be added into the Parents' Registry application to allow for searches and possible matches with an existing Parent Registration.

A new Notice of Proposed Adoption (NPA) should only be added after an extensive search to make sure it does not already exist.

You will enter the information as provided in the application form. This application **must** be sent in by whoever is managing the adoption. This can be either the Ministry (MCFD), an agency, a lawyer, or the prospective adoptive parents.

The Manage Notice of Proposed Adoption screen allows you to enter basic information. Seven tabs are available to organize this information: Parent 1-5 information, Child Information, and Record Information. After you save, you may return to this screen at any time to update this information.

Note: *As you will be unable to delete an NPA even if it has been added in error, USE EXTREME CARE that the information you add is valid.*

Overview of NPA Information

Here is an overview of Notice of Proposed Adoption information.

Field Name	Description
Parent, and Child Information Tabs	
Surname	The legal last name of the parent(s) and child (type in name).
Given Names	The legal given name(s) of the parent(s) and child (type in name).
Birth Date / Age	Whether the application supplied a birth date or an age (select from dropdown for parent(s) and child).
Birth Date	The parent and child's birth date. (Enter date mm/dd/yyyy or use calendar date selector).
Age	The parent or child's age if exact birth date is not provided (type in age).
Gender	The gender of the child and parent(s) (select from dropdown for child only).
Address Line 1 and 2	Address information for the parent(s) or child (type in address information).
City	The city where the parent(s)/child lives (type in city).
Province	The province where the parent(s) or child lives (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Country	The country where the parent(s) or child lives (select from dropdown).
Postal Code	The postal code of the parent(s) or child (type in postal code).
Birth City	The city that the child was born in (type in city).
Birth Province	The province where the child was born (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Birth Country	The Country where the child was born (select from dropdown).
Alias Surname	Any alias, aka, or other last names of the parent(s) or child (Type in name).
Alias Given Names	Any alias, aka, or other given names of the parent(s) or child (Type in name).

Field Name	Description
Record Information Tab	
Notice of Proposed Adoption ID	The unique identification number assigned to each Notice of Proposed Adoption (generated when record is first saved).
Create Date	The date the NPA was first entered and saved (automatically generated when the record is first saved).
Change Date	The date of the most recent change saved to this NPA (automatically generated each time changes are made to record).
Create User ID	The username of the person who first entered and saved this NPA (automatically generated when record is first saved).
Change User ID	The username of the person who most recently edited this NPA (automatically generated each time changes are made to record).

Overview of NPA Buttons


Here is an overview of the available buttons and their functions.

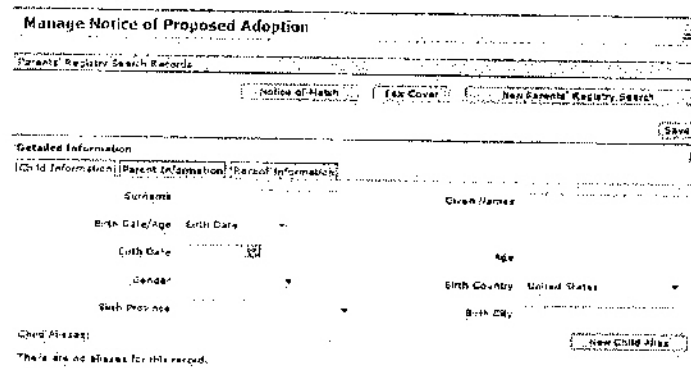
Field Name	Description
New Alias	Click to add a new parent or child alias. After clicking, enter the names and save.
Save	Click to save the NPA.
Notice of Match	Click to generate an editable personalized Notice of Match form.
Fax Cover	Click to generate an editable personalized Fax Cover form.
New Parent Registry Search	Click to perform a search of all Parent Registration records based on all names entered for the registrant, parent, or child.

Add Notice of Proposed Adoption Information

Before you add a new Notice of Proposed Adoption (NPA), it is important that you first perform a search of all NPAs currently in the system. This will prevent duplicate records.

- 1) Search for the Notice of Proposed Adoption. See page 11 for detailed instructions.
- 2) If none of the NPAs listed correspond to the Notice of Proposed Adoption form in question, click the 'New' button.
- 3) The Manage Notice of Proposed Adoption screen appears, divided into two sections: Parent Registry Search Records, and Detailed Information. The Detailed Information is divided into 7 tabs: Parent 1-5 Information, Child Information, and Record Information.

Tip: To view the three tabs on one screen, click the small  on the far right.



- 4) For now, you do not need to add anything into Parents' Registry Search Records. Scroll down to the Detailed Information section, and enter information as provided in the Notice of Proposed Adoption form. Click 'Save'.

- Check to see that the successful save message has appeared.
- For definitions of each field, see *Overview of NPA Information* above.

- 5) Add information in the Parent and Child Information tabs. These tabs allow you to enter basic identification and contact information for the Parent(s) and Child. Enter all known information for each tab, click 'Save', and proceed to the next tab.

Field Name	Description
Surname	The legal last name of the parent(s) and child (type in name).
Given Names	The legal given name(s) of the parent(s) and child (type in name).
Birth Date / Age	Whether the application supplied a birth date or an age (select from dropdown for parent(s) and child).
Birth Date	The parent(s) and child's birth date. (Enter date mm/dd/yyyy or use calendar date selector).
Age	The parent or child's age if exact birth date is not provided (type in age).
Gender	The gender of the parent and child (select from dropdown for child only).
City	The city where the parent(s)/child lives (type in city).
Province	The province where the parent(s) or child lives (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Country	The country where the parent(s) or child lives (select from dropdown).
Birth City	The city that the child was born in (type in city).
Birth Province	The province where the child was born (select province or state from dropdown if country is Canada or United States. If neither, leave blank).
Birth Country	The Country where the child was born (select from dropdown).

Add Alias Names (if applicable)

Once you have saved a new Parent Registration, you will be able to enter any additional alias names for the Parent(s) and Child. You will not be able to enter an alias name until you save the record.

You can enter any number of alias names for each person.

- 1) Click the 'New Alias' button on the right side, just above the Alias list.

Parent 2 Aliases: New Parent 2 Alias

Surname	Given Names	HC	X
TEST	Bill	2	X

2 Records Page
1 of 1

- 2) Type in the Alias names.
- 3) Click the blue disk Save icon. The new Alias name is saved.

Note: While there is no limit on the number of aliases you can enter, they should all be for the same person. For instance, if there are multiple children for the same registrant and parent(s), create a new record for each child. Do not enter additional children as alias names.

Field Name	Description
Alias Surname	Any alias, aka, or other last names of the parent(s) or child (Type in name).
Alias Given Names	Any alias, aka, or other given names of the parent(s) or child (Type in name).

Update an Alias

- 1) To update an Alias, click the pencil and paper Update icon to the right of an Alias name.
- 2) Add the updated Alias information.
- 3) Click the blue disk Save icon. The updated alias saves.

Delete an Alias

- 1) To delete an Alias, click the red X Delete icon to the right of the Alias name. The Alias will delete.

Record Information Tab

This tab displays a summary of administrative information about the NPA. This information is generated when the record is saved.

Field Name	Description
Notice of Proposed Adoption ID	The unique identification number assigned to each Notice of Proposed Adoption (generated when record is first saved).
Create Date	The date the NPA was first entered and saved (automatically generated when the record is first saved).
Change Date	The date of the most recent change saved to this NPA (automatically generated each time changes are made to record).
Create User ID	The username of the person who first entered and saved this NPA (automatically generated when record is first saved).
Change User ID	The username of the person who most recently edited this NPA (automatically generated each time changes are made to record).

Generate Notice of Match, and Fax Cover Page

- 1) From the Manage Notice of Proposed Adoption screen, click either the "Notice of Match" or "Fax Cover Page" button. The form displays in Word format in a new window.
- 2) Make any necessary changes or additions to the form.
- 3) Print the form, or save it on the network

Update a Notice of Proposed Adoption

You may edit an existing Notice of Proposed Adoption. You will receive a Notice of Proposed Adoption form with the requested edits.

- 1) Search for the Notice of Proposed Adoption. See page 11 for detailed instructions.
- 2) Add the updated information as specified. For an overview of Notice of Proposed Adoption Information, see page 26.
- 3) Click 'Save'.

Delete a Notice of Proposed Adoption

You are not permitted or able to withdraw or delete a Notice of Proposed Adoption. This applies even to NPAs added in error.



Match a Proposed Adoption with a Registrant

Introduction

PR allows you to search the registry by the legal and alias names of the Registrant, the Parent, and the Child. Along with any exact matches, it will display a list of possible matches.

To be classified as a possible match, PR requires that only one name from a Parent Registry be the same as one from a Notice of Proposed Adoption. This can be a legal or alias, first or last name.

You should perform a matching search as soon as you enter any new Notice of Proposed Adoption. Therefore, the first step is to search for the NPA. If it does not already exist, you will have to add it.

Step 1 – Search for Notice of Proposed Adoption

The search will find records outlining personal information about the Registrant, Parent(s), and Child. From there, you can perform a search for any matching Parent Registrations.

1) From the Main Menu, select Notice of Proposed Adoption.

Find Notice of Proposed Adoption	
Search Criteria	
Child	
Surname	Given Names
Parent 1	
Surname	Given Names
Parent 2	
Surname	Given Names
Parent 3	
Surname	Given Names
Parent 4	
Surname	Given Names
Parent 5	
Surname	Given Names
<input type="button" value="Search"/> <input type="button" value="New"/>	

2) Enter the search criteria. Click 'Search'.

- Add information to one field or all fields.
- Search first by Surname.
- If no results are found, search by a first or last initial, or a partial name only.
- If no results are found, search by a legal or an alias name.
- The more criteria you enter, the more precise your results will be.
- To see list of all records, search with all fields empty.

Field Name	Description
Surname	The legal or alias last name of the parent(s) or child.
Given Names	The legal or alias given name(s) of the parent(s) or child.

3) Search results display basic information for the Parent(s) and Child.

- Search results display 10-per-page, organized by Notice of Proposed Adoption ID.
- You can sort the search results by any of the headings. Click the heading once to sort in ascending order. Click the heading again to sort in descending order.
- If there is more than one page of records, you can navigate back and forth between them by selecting a page from the dropdown list at the bottom of the results, or by clicking the large arrow icon.

Notice of Proposed Adoption ID	Child	Parent 1	Parent 2	Parent 2	Parent 4	Parent 5
10001	Name: John Doe Birth Date: 01/01/2000 Gender: Male	Name: Jane Doe Birth Date: 02/02/1980 Gender: Female	Name: TEST, Test Birth Date: 08/08/1980 Gender: Male	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female
10002	Name: JOHN, Doe Birth Date: 01/01/2000 Gender: Male	Name: JANE, Doe Birth Date: 02/02/1980 Gender: Female	Name: TEST, Test Birth Date: 08/08/1980 Gender: Male	Name: TEST, Test Birth Date: 08/08/1980 Gender: Male	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female
10003	Name: TEST, Test Birth Date: 07/17/2000 Gender: Male	Name: Jane Doe Birth Date: 02/02/1980 Gender: Female	Name: TEST, Test Birth Date: 07/17/2000 Gender: Male	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female	Name: Jane Doe Birth Date: 01/01/2000 Gender: Female

4) Click the Notice of Proposed Adoption ID number to view the record.

- If you have found the right record, are ready to search for any matching Parent Registries, continue with Step 2 below.
- If you have found the right record, but need to make some updates (e.g., a new Alias name), see the section: *Update a Notice of Proposed Adoption* in this document.
- If, after performing an extensive search, you are unable to find the record, you will need to add a new Notice of Proposed Adoption. See the section: *Add a New Notice of Proposed Adoption*.

Step 2 – Search for Parent Registration Matches

- 1) View the search results that have similar names.

- 2) When you are sure you have found the correct Notice of Proposed Adoption, click the 'Parents' Registry Search' button at the top of the screen. A new record appears in the *Parents' Registry Search Records*.

- If you have updated anything in the record, you must click 'Save' before proceeding.

- 3) Enter search information.

- Select who has initiated this search from the "Parents' Registry Search Requested By" drop-down provided. Your options are: Ministry, Lawyer, Agency, or Prospective Adoptive Parents.
- If you select Agency, a second list of available agencies appears. Select an agency from this list.

- Add a Date Received. This is the date you received the form requesting the search. Select the date using the calendar date selector, or type it in using the format mm/dd/yyyy.

4) Click the binoculars icon to search.



5) A matching screen displays showing the legal names of the parent(s) and child used in the search, and below, a list of potential Parent Registration matches.

No Matches Found?

If no matches are found, you will receive a message informing you of this.

Stamp the Notice of Proposed Adoption form with the date and "No Registration Found". Mail this form to the search requestor.

To return to the Notice of Proposed Adoption record, click the 'Cancel' button at the top right of the screen.

Potential Matches Found?

Any potential matches found by the search are listed under *Search Results of Parent Registration*. Proceed to Step 3 below.

Step 3 – Examine Potential Matches

Once a match has been made between a Notice of Proposed Adoption and a Parent Registration, the match is permanent. Therefore, it is important that you closely examine the potential matches found by the search before you commit to a match.

Notice of Proposed Adoption Information									
CHILD									
		Surname				Given Names			
		Birth Date							
Parent 1									
		Surname				Given Names			
		Birth Date				Gender			
Parent 2									
		Surname: TEST				Given Names: Test			
		Birth Date: 1/1/2013				Gender: Male			
Parent 3									
		Surname				Given Names			
		Birth Date				Gender			
Parent 4									
		Surname				Given Names			
		Birth Date				Gender			
Parent 5									
		Surname				Given Names			
		Birth Date				Gender			
Search Results of Parent Registration									
Registration ID	Registration	CHILD	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5	Match	
1234	Name: TEST, Test Gender: Male Birth: 07/15/1954 SSN: 12345	Name: TEST, Test Gender: Male Birth: 07/15/2013 Date:	Name: TEST, Test Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Match	
1 Records, Page 1 of 1									

1) First, scan the results for likely matches based on the names and birth dates. If there is more than one page of records, you can navigate back and forth between them by selecting a page from the drop-down list at the bottom of the results, or by clicking the large arrow icon.

- 2) Closely examine any similar matches by clicking on the Registrant ID to the left of each listed record. Examine it, and then close the window by clicking the X at the very top right corner of the internet browser.

Manage Parent Registration

Matched Information

Record Information	Registrant Information	Child Information	Parent Information
<p>Registrant: TEST</p> <p>Birth Date: 07/19/1974</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p>Province: Alabama</p> <p>Postal Code:</p>	<p>Given Name: Test</p> <p>Age: 37</p> <p>Gender: Male</p> <p>City:</p> <p>Country: United States</p> <p>Telephone:</p>		

Step 4 – Perform Match

- 1) When you are certain that one of the Parent Registration records is a correct match to the Notice of Proposed Adoption, click the 'Match' button to the right.

Search Results of Parent Registration									
Registrant ID	Registrant	Child	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5	Match	
1315	Name: TEST, Test Gender: Male Birth: 07/19/1974 Date:	Name: TEST, Test Gender: Male Birth: 07/19/2013 Date:	Name: Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	Name: Gender: Birth Date:	Name: Gender: Birth Date:	Name: TEST, Test Gender: Birth Date:	<input type="button" value="Match"/>	

- 2) You return to the Notice of Proposed Adoption record, and the match you just made displays under *Parents' Registry Search Records* at the top of the screen. See below for information on the information displayed here.
 - Stamp the Notice of Proposed Adoption form with the date and "Registration Found and Attached".
 - Mail a copy of the Notice of Proposed Adoption, and the Parent Registration to the search requestor.
 - DO NOT send anything to or attempt to contact the Registrant.
 - The search requestor is now legally responsible for notifying the Registrant.

Parents' Registry Search Records						
<input type="button" value="Notice of Match"/> <input type="button" value="Print Order"/> <input type="button" value="New Parents' Registry Search"/>						
Parents' Registry Search Requested By	Date Received	Date Entered	Date of Search	Registrant ID	Matched Registrant	Search
Verity		08/30/2013	08/30/2013	1314	TEST, Test	<input type="button" value="X"/>
Records: Page 1 of 1						

Overview of Matching Information

Field Name	Description
------------	-------------

Field Name	Description
Parents' Registry Search Requested By	The person or organization that requested the search. Selected from dropdown (Selecting Agency presents second dropdown of agency choices).
Date Received	The date that the search request was received. Use calendar date selector or type in format mm/dd/yyyy.
Date Entered	The date the search was entered into the system (automatically generates with search).
Date of Search	The date the search was conducted (automatically generates with search).
Registrant ID	The ID number of the matched Parent Registration record (automatically generates with match).
Matched Registrant	The legal name of the matched registrant (automatically generates with match).

Update Parent Registration Information

Update a Parent Registration

You may update an existing Parent Registration. You will receive by either mail or fax a request to make the changes.

*Note: If you need to change the **Parent Name**, you should create a new Alias Name using the parents' new name, as well as all of the other Registration information. Do not edit the Parent Name in an existing registration, as the registrant may be incorrect.*

- 1) Search for the Parent Registration. See page 11 for detailed instructions.
- 2) Add the updated information as specified in the request. For an overview of Parent Registration Information, see page 14.
- 3) Click 'Save'.

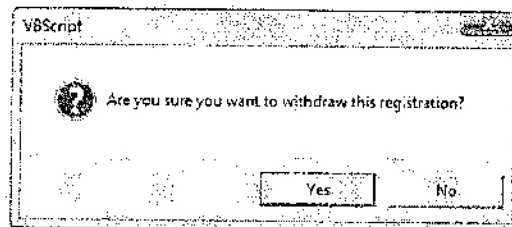
Withdraw (Delete) a Parent Registration

One of the following circumstances should have occurred for you to withdraw and delete an existing registration:

- The Registrant has sent a written notice to the Registry requesting a cancellation of the application.
- The child has reached 19 years of age.

Important: *Withdrawing a Parent Registration deletes the record. This is a permanent deletion. Make sure that you are viewing the correct record before clicking 'Withdraw'.*

- 1) Search for the Parent Registration. See page 11 for detailed instructions.
- 2) Click the 'Withdraw' button at the top right of the screen.
 - On the pop-up, click 'Yes' if you are sure. Click 'No' to return to the record.



- You will receive a message informing you that the registration has been withdrawn.
- After you have withdrawn the registration, there is no need to save.

Update a Notice of Proposed Adoption

You may edit an existing Notice of Proposed Adoption. You will receive a Notice of Proposed Adoption form with the requested edits.

- 1) Search for the Notice of Proposed Adoption. See page 11 for detailed instructions.
- 2) Add the updated information as specified. For an overview of Notice of Proposed Adoption Information, see page 26.
- 3) Click 'Save'.

Delete a Notice of Proposed Adoption

You are not permitted or able to withdraw or delete a Notice of Proposed Adoption. This applies even to NPAs added in error.



Generate Operational Reports and Form Letters

Available Operational Reports

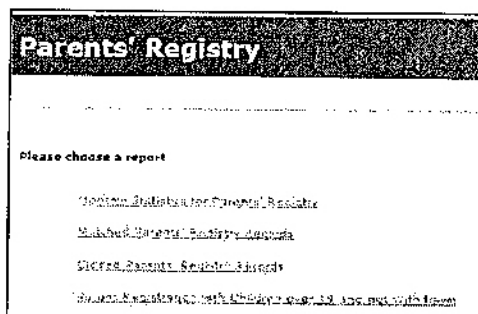
The Operational Reports available in PR are outlined below:

Report Name	Description
Monthly Statistics for Parents' Registry	Broken down by month and type, this report displays all Notices of Proposed Adoption. It gives totals for Searches, Registrants, Requests, and Matches
Summary Statistics for Parents' Registry	Broken down by month, this report displays summary information of Searches Conducted, Number of Matches, Total Requests, and total Parents Registered.
Matched Parents' Registry Records	Displays summary information of each match between a Parent Registration and a Notice of Proposed Adoption.
Closed Parents' Registry Records	Displays summary information of all Parent Registrations that have been withdrawn and deleted from the system.
Parent Registrations with Children over 19 and not Withdrawn	Displays summary information of all Parent Registrations that refer to a child over the age of 19, and that have not been withdrawn.

Generate an Operational Report

Operational Reports are generated using the Reports screen accessed from the Main Menu.

- 1) From the Main Menu, select Reports from the Resources list. All available reports display (see above for descriptions).



- 2) Select a report.

Matched Parents' Registry Records, Closed Parents' Registry Records, or Parent Registrations with Children over 19 and not Withdrawn the report will immediately generate and come up in a new window.

The content of the Monthly Statistics for Parents' Registry can be narrowed down by type and year.

- Select a Type (Fiscal Year or Calendar Year), and a Year.
- Click 'Generate Report'.

- The report will generate and come up in a new window.

Monthly Statistics for Parents' Registry

Type: Fiscal Year ▼

Year: 2005 ▼

Available Form Letters

The Form Letters available in PR, and the screens from which they can be accessed are outlined below:

Report Name	Access Screen	Description
Stepparent and Other Relative Adoption Fact Sheet	Forms	Displays web page with information about relative adoptions.
Fax Cover Page	Manage NPA, Forms	Generates an editable Fax Cover Page for an agency. If selected from an NPA record, this will be the agency that requested the search. If selected from Forms screen, you can select an agency.
Letter Template	Forms	Generates an editable letter template.
Incomplete Registration	Forms	Generates an editable form for requesting additional information from the registrant.
Stepparent Information	Forms	Generates an editable form for stepparents with information regarding a Parents' Registry search.
Stepparent Acknowledgement	Forms	Generates an editable form for stepparents to acknowledge that you received the request.
Parents' Registry Application for Registration	Forms	Generates a PDF application form for mail out to the registrant. This form is for applications to have a parent registered in the system.
Parents' Registry Search Request	Forms	Generates a PDF application form for mail out. This form is for applications to search for existing Parent Registrations.
Acknowledge to Registrant	Manage PR	Generates an editable form to acknowledge that you received the registrant's request.
Notice of Match	Manage NPA	Generates an editable form acknowledging that a match has been made between the NPA and a PR.

Generate a Form Letter

Form Letters may be generated from several locations: the Manage Parent Registration screen, the Manage Notice of Proposed Adoption screen, and the Forms screen.

All available forms are generated in Word format. Some information will default, but you can change it, and type in your own text to suit your needs.

- 1) From the Main Menu, select Forms. A screen showing all available forms displays (see above for descriptions).

Parents' Registry

Please choose a form:

- [Supplement and Other Relative Education Fact Sheet](#)
- [Child Care Plan](#)
- [Letter Termination](#)
- [Registration Application](#)
- [Registration Information](#)
- [Registration Acknowledgment](#)
- [Parents' Registry Application for Registration](#)
- [Parents' Registry Search Request](#)

- 2) Select a form. It displays in Word format in a new window. For Fax Cover Page, you will be first asked to specify an Agency. Select agency, and click 'Generate Fax Cover'.
- 3) Make any necessary changes and additions to the form.
- 4) Print the form, or save it to the network.

Notice of Match and Fax Cover Page (From Manage NPA)

- 1) Search for the Notice of Proposed Adoption. See page 11 for detailed instructions.
- 2) From the Manage Notice of Proposed Adoption screen, click either the 'Notice of Match' or 'Fax Cover Page' button. The form displays in Word format in a new window.
- 3) Make any necessary changes and additions to the form.
- 4) Print the form or save it to the network.

Acknowledge to Registrant (From Manage PR)

- 1) Search for the Parent Registration. See page 11 for detailed instructions.
- 2) From the Manage Parent Registration screen, click the 'Acknowledge to Registrant' button. The form displays in Word format in a new window.
- 3) Make any necessary changes and additions to the form.
- 4) Print the form, and save it to the network.