

**FACT SHEET 5 applies in the following situations:**

- The *Hague Convention* is in force in the child's country of origin.
- The child is either related or non-related to the prospective adoptive parents.
- The adoption order will be/has been granted in the child's country of origin or in British Columbia.

A list of countries that are signatories to the Hague Convention can be found at:  
[http://hcch.e-vision.nl/index\\_en.php?act=conventions.authorities&cid=69](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=69)

**Steps:**

1. Prospective adoptive parent(s) must apply to Citizenship and Immigration Canada to sponsor the child. If the sponsorship application is approved by Citizenship and Immigration Canada, they will request a Hague Convention Notification of Agreement from the office of the Provincial Director of Adoption.
2. Prospective adoptive parent(s) must complete an adoption homestudy through a British Columbia licensed adoption agency.
3. The BC licensed adoption agency submits the homestudy and other supporting documentation to the office of the Provincial Director of Adoption who forwards it on to the Central Authority of the child's country of origin.
4. The office of the Provincial Director of Adoption requests the Central Authority in the child's country of origin to determine that:
  - a) there are no suitable families available in the country of origin who can provide the child with a permanent home;
  - b) an intercountry adoption is in the child's best interests;
  - c) the required consents, including the child's consent, if appropriate, have been obtained in an appropriate manner; and,
  - d) that all available medical and social history on the child has been obtained.
5. Once the child, if related, is considered legally "adoptable," or once the country of origin matches the prospective adoptive parent(s) with a child who is legally available for adoption, the Central Authority in the country of origin prepares a report covering the items identified above and forwards it to the office of the Provincial Director of Adoption.
  - a. The report is then forwarded to the appropriate BC licensed adoption agency.
  - b. If the prospective adoptive parent(s) wish to proceed with the adoption plan, a Letter of Acceptance is signed by the prospective adoptive parent(s) and forwarded by the agency to the office of the Provincial Director of Adoption, who then sends it to the child's country of origin.
6. The country of origin advises when it is appropriate for the adoptive parent(s) to pick up their child.
7. The Provincial Director of Adoption issues and sends the Hague Convention Letter of Approval to the Central Authority in the child's country of origin, and the Notification of the Agreement to the Canadian Embassy abroad. For these letters to be issued, the prospective adoptive parents homestudy, criminal record check and prior contact checks must be up to date.
8. The country of origin issues the Certificate of Conformity required under Article 23 of the *Convention* to verify that the adoption was completed in compliance with the *Hague Convention*. A copy is given to the prospective adoptive parents.

**Please Note:**

- Approval by the Provincial Director of Adoption or a BC licensed agency does not guarantee acceptance by authorities in the child's country of origin or by Citizenship and Immigration Canada.
- A Notification of Agreement will not be issued if a prospective adoptive parent has a child welfare and/or a criminal record in the following areas: child physical or sexual abuse, or child exploitation.
- The final decision regarding whether a child will be allowed to enter Canada rests with the Citizenship and Immigration Canada.