



Department of Social Supports and Well-Being

# **SELF-HELP KIT FOR ADOPTION BY STEP-PARENTS, RELATIVES OR PERSONS WITH PERMANENT CUSTODY OF A CHILD**

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TABLE OF CONTENTS	PAGE
Preface.....	3
Who is the <b>Self-Help Kit</b> for? .....	5
What is in the <b>Self-Help Kit</b> ? .....	5
How does adoption happen?.....	5
Who may adopt? .....	6
Who must consent?.....	6
Who can be adopted using the <b>Self-Help Kit</b> ? .....	6
How do I use the <b>Self-Help Kit</b> ? .....	7
Does the Department of Social Supports and Well-Being have to be involved? .....	7
Do I have to use the forms provided in the <b>Self-Help Kit</b> ?.....	7
How long will the adoption take?.....	8
How much will the adoption cost? .....	8
What is the legal effect of an <b>Adoption Order</b> ?.....	8
What effect does an <b>Adoption Order</b> have on inheritance rights? .....	8
Does an <b>Adoption Order</b> affect prohibited degrees of marriage? .....	9
How does an <b>Adoption Order</b> affect a previous access order or agreement? .....	9
What happens to the court file after the adoption is finalized? .....	9
General instructions for completing the Court Application.....	10
Appendix A: Glossary of Terms.....	17
Appendix B: Government Services Centers .....	18
Appendix C: Supreme Court of Newfoundland and Labrador Family Division And Provincial Court of Newfoundland and Labrador .....	20
Appendix D: Regional Department of Social Supports and Well-Being....	22

## PREFACE

The **Self-Help Kit for Adoption by Step-Parents, Relatives or Persons with Permanent Custody of a Child (Self-Help Kit)** has been developed to assist persons applying to adopt a child in situations where they:

1. are applying to become a parent jointly with the parent of the child (step-parent adoption);
2. are a relative of the child. The **Act** defines a relative as a parent, grandparent, sibling, aunt, uncle, or first cousin of a birth parent or a child by birth or adoption; or
3. have permanent custody of the child and has had custody of that child, under a temporary or permanent court order, for at least **two years**.

The **Self-Help Kit** will provide information on adoption law and procedure. It explains how you can complete the adoption on your own. The **Self-Help Kit** also provides the necessary court forms and general instructions for completion. The **Self-Help Kit** is available online and is distributed through Service NL Centres, Provincial Office, and the Department of Social Supports and Well-Being (SSWB) offices throughout the province.

Adoption is the social and legal process by which a child is no longer the child of the birth parents and legally becomes the child of the adoptive parent(s). Through an adoption process:

- the child becomes the child of the adoptive parent(s);
- the adoptive parent becomes the parent of the child;
- a birth parent ceases to have parental rights and obligations in respect of that child, except a birth parent who remains as a parent jointly with the adoptive parent;
- any person having custody of the child ceases to have that custody;

The provincial legislation governing adoptions in Newfoundland and Labrador is the **Adoption Act, 2013 (Act)**. The legislative responsibility of the **Act**, is under the mandate of SSWB. While SSWB social workers do not have primary responsibility for the processing of adoptions completed using the **Self-Help Kit**, they may be contacted to answer questions. Persons adopting using the **Self-Help Kit** may use community resources, lawyers, and/or an adoption agency to help them through this process.

The **Act**, allows step-parents, relatives and persons with permanent custody of a child to complete an adoption through the use of the **Self-Help Kit**. With respect to a step-parent adoption, the **Act** allows one adult to apply to the court to become a parent jointly with the parent of that child. The person applying to adopt may be married to the child's parent or be living common law with the child's parent. In respect to a relative adoption, the **Act** defines a relative as a parent, grandparent, sibling, aunt, uncle, or first cousin of a birth parent or child by birth or adoption. For a person with permanent custody of a child, the **Act** allows persons who have a court order for permanent custody of a child and who

have had custody of that child, under a temporary or permanent custody order for at least **two years**, to adopt that child in the same manner as a relative or step-parent adoption.

If you have any questions you should contact SSWB in your area (see Appendix D for office locations throughout the province).

The **Self-Help Kit** is **not** intended to provide legal advice. If you have any specific questions regarding the **Act** or the court process for adoption, you should consult a lawyer to obtain legal advice.

## WHO IS THE SELF-HELP KIT FOR?

The **Self-Help-Kit** may be used in any of the following three circumstances:

### 1. Step-Parent Adoption

The **Self-Help Kit** is for a person who is applying to become a parent jointly with the parent of the child. If you marry or live with someone who has a child, you and your spouse/partner may wish to create a formal legal association between you and the child. The creation of a formal legal relationship between the child and the step-parent is called a step-parent adoption.

### 2. Relative Adoption

The **Self-Help Kit** is for a person who is applying to adopt a child and they are a relative of that child as defined by the **Act**. The **Act** defines a relative as a parent, grandparent, sibling, aunt, uncle or first cousin of a birth parent or child by birth or adoption.

### 3. Persons with Permanent Custody of a Child Adoption

The **Self-Help Kit** is for a person who the court has granted permanent custody of a child **and** who has had that child in their custody, through a temporary or permanent court order, for at least **two years**.

A child is defined as an unmarried person under the age of 19 years.

## WHAT IS IN THE SELF-HELP KIT?

Before you start, make sure that your **Self-Help Kit** contains the following:

- General instructions;
- Glossary of Terms (Appendix A);
- Service NL Centres and Vital Statistics Division addresses (Appendix B);
- Supreme Court of Newfoundland and Labrador Family Division and Provincial Court of Newfoundland and Labrador addresses (Appendix C);
- Regional Departments of Social Supports and Well-Being addresses (Appendix D);
- Court forms; and
- **Adoption Act, 2013**

## HOW DOES ADOPTION HAPPEN?

The **Act** governs adoption in Newfoundland and Labrador. Under this **Act**, every adoption is by order of either the Supreme Court of Newfoundland and Labrador Family Division or the Provincial Court of Newfoundland and Labrador. A person who wants to adopt a child must make an application to the court closest to where they reside. The person

applying to adopt is called “the applicant”. The adoption process requires that you complete all of the applicable forms and documents referenced in the **Self-Help Kit** as they will be needed to apply to court for an **Adoption Order**.

## WHO MAY ADOPT?

In the case of a step-parent adoption, it is the prospective step-parent who applies to adopt the child. In the case of a relative adoption, it is the relative of the child who applies to adopt the child. In the case of permanent custody adoption, it is the person(s) with permanent custody of the child **and** who has had that child in their custody through a temporary or permanent court order for at least **two years** who applies to adopt the child.

To make an application to court to adopt the child, the applicant must:

1. be a resident of the province;
2. have had the child residing with them for at least **six months**; and
3. be at least 19 years of age.

## WHO MUST CONSENT?

A consent to adoption is a written statement to show that a person is consenting or agreeing to the adoption and that this person understands the nature and effect of an **Adoption Order**. This consent tells the judge that the person signing knows what an **Adoption Order** means and how it will affect their legal status in relation to the child.

The **Act** requires that a consent form be signed by:

- the child, where the child is age 12 years or older;
- the birth mother;
- the father;
- where applicable, the person having custody of the child.

If you know that a required consent to the adoption is not available, you can still proceed with the adoption, however, you have to either:

- apply to a court for an **Order Dispensing with Consent** of that person;
- have the birth mother swear to an **Affidavit Regarding Paternity** of the child; and/or
- provide a Death Certificate to the court if the person who is required to give consent is deceased.

## WHO CAN BE ADOPTED USING THE SELF-HELP KIT?

**Number of children:**

An application can include more than one child. In this event, information on each child must be provided.

**Child:**

Defined as an unmarried person under the age of 19 years.

**HOW DO I USE THE SELF-HELP KIT?**

If you are applying to become a parent jointly with the parent of a child (step-parent adoption), for a relative adoption, or to adopt a child that you have permanent custody of, the **Act** permits you to prepare your own adoption application to apply to the court for an **Adoption Order**.

The **Self-Help Kit** will guide you through the steps.

**You should read through the entire Self-Help Kit before filling in the forms.** Completing the wrong form could cause delays in finalizing your adoption. After reviewing the **Self-Help Kit**, if you decide your situation is too complicated to proceed on your own, you can retain the services of a lawyer or a private adoption agency to assist you through the process.

If you decide to make the application to court on your own, read the instructions again, one step at a time. All of the forms that you are required to complete are contained in the **Self-Help Kit**. Check Appendix C to determine which court is located nearest to where you reside. This will determine if you should use the forms for the Supreme Court of Newfoundland and Labrador Family Division or the forms for the Provincial Court of Newfoundland and Labrador.

Complete each step before proceeding to the next.

The **Self-Help Kit** is based on the **Act** which can be accessed on the SSWB website (under the **Self-Help Kit** section) regarding the legal requirements.

**DOES THE DEPARTMENT OF SOCIAL SUPPORTS AND WELL-BEING HAVE TO BE INVOLVED?**

**Generally no**, however, there are two exceptions when SSWB may become involved:

1. Pursuant to section 29 of the **Act**, where a person has applied to court for an **Adoption Order**, the provincial director, a manager, a social worker or an adoption agency may file with the court information and make recommendations to assist the court in its determination as to whether the proposed adoption is in the child's best interests and a recommendation on an issue relating to the adoption.

2. Pursuant to section 30 of the **Act**, a court may require the provincial director, a manager, a social worker or an adoption agency to inquire into a matter respecting an **Application for an Adoption Order** that the court considers necessary.

## DO I HAVE TO USE THE FORMS PROVIDED IN THE SELF-HELP KIT?

**Yes.** The **Self-Help Kit** is only available in English. If your supporting documents are in a language other than English, you will be responsible for having them translated to English.

After you fill in a form, re-check your work. Make sure that everything is complete and accurate. Make sure that every name is the full legal name as it appears on the legal birth certificate. A baptismal certificate is not acceptable.

## HOW LONG WILL THE ADOPTION TAKE?

An adoption proceeds just like any other court matter. You need to allow time to do the following:

- fill in the required forms contained in the **Self-Help Kit**;
- have legal waiting periods pass as outlined in Step 1 of the General Instructions Section;
- get supporting documentation as outlined in Step 2 of the General Instructions Section; and
- attend the adoption hearing.

## HOW MUCH WILL THE ADOPTION COST?

If you make all the arrangements yourself, your adoption should not be costly. However, you may be required to pay various fees to obtain the required supporting documentation for your court application.

Any costs associated with information required by the court will be your responsibility. If you decide to consult with a lawyer and/or an adoption agency, associated fees will be your responsibility.

## WHAT IS THE LEGAL EFFECT OF AN ADOPTION ORDER

In accordance with subsection 38(1) of the **Act**, where an **Adoption Order** is granted:

- a) the child becomes the child of the adoptive parent;
- b) the adoptive parent becomes the parent of the child;
- c) a birth parent ceases to have parental rights and obligations in respect of that child, except a birth parent who remains as a parent jointly with the adoptive parent;

- d) a person having custody of the child ceases to have that custody; and
- e) a person whose consent is required under section 19 ceases to have a right or obligation with respect to that child.

This means that the child becomes the child of the adopting parent. In the case of a step-parent adoption, the adopting parent becomes responsible jointly with their spouse or partner for all the legal duties and obligations of a legal parent. Also, the **Adoption Order** terminates all parental rights of the birth parents (unless they were a part of a step-parent adoption).

### WHAT EFFECT DOES AN ADOPTION ORDER HAVE ON INHERITANCE RIGHTS?

An **Adoption Order** gives the child the right to inherit from an adoptive parent as a lawful heir. The child gains inheritance rights through the adoptive parent(s).

### DOES AN ADOPTION ORDER AFFECT PROHIBITED DEGREES OF MARRIAGE?

**No.** An **Adoption Order** does not affect the law dealing with the prohibition of marriage between close relatives. An adopted child is still prevented from marrying a close relative from the birth or adoptive family.

### HOW DOES AN ADOPTION ORDER AFFECT A PREVIOUS ACCESS ORDER OR AGREEMENT?

As per section 40 of the **Adoption Act, 2013**, where an **Adoption Order** is granted in respect to a child, the following orders or agreements that grant a person access to the child cease to have effect:

- (a) any order that grants a person access to the adopted child, other than an **Openness Order** granted under this **Act**; and
- (b) any agreement that is enforceable under Part III of the **Children's Law Act** or Part IV of the **Family Law Act** that grants a person access to the adopted child.

The exception would be for any **Openness Orders** granted under the **Adoption Act, 2013**, however **Openness Orders** are not applicable to self-help kit adoptions.

### WHAT HAPPENS TO THE COURT FILE AFTER THE ADOPTION IS FINALIZED?

The court will seal all court records related to an adoption. Therefore, no one can gain access to the court records pertaining to the adoption without first obtaining a court order permitting them to review the file. Such an application would only be made in exceptional circumstances.

## GENERAL INSTRUCTIONS FOR COMPLETING THE COURT APPLICATION

### **STEP 1: Obtain All the Required Consents**

Start processing your application by obtaining the required written consents. Remember to refer to section 19 of the **Act**, as this section provides information regarding the persons from whom consent is required.

Generally, consent to adoption is required from the birth parent(s) and, where applicable, a person having custody of the child, as well as the child who is being adopted if the child is 12 years of age or older. Each person must sign a separate consent form. Each consent form must be signed in front of a witness. The witness has to be a lawyer, Commissioner for Oaths, Justice of the Peace or Notary Public. The consent form tells the judge that the person signing it is in agreement with the proposed adoption and they understands the legal effect of the **Adoption Order** that is being sought.

#### **1. Consent of Parent / Person Having Custody** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form].

The child's birth parent(s) and, where applicable, the person having custody of a child, must be contacted to sign a consent form. If necessary, a letter should be written to the birth parent(s) and, where applicable, the person having custody stating the reasons for wanting to proceed with the adoption and why you believe that the adoption is in the best interests of the child. You should inform the child's birth parent(s) and, where applicable, the person having custody of the child of the right to seek legal advice regarding the adoption.

If the child's birth parent and, where applicable, the person having custody of the child, is willing to give consent to the adoption, arrange to have the consent form signed. The consent form must be signed in front of a lawyer, Commissioner for Oaths, Justice of the Peace or Notary Public.

To ensure the consent form is returned to you as quickly as possible it is recommended that you include a stamped, self-addressed return envelope with the form. It is important for you to ensure the consent form is properly signed, dated, and witnessed.

If you do not know where the child's birth parent or, where applicable, the person having custody of the child lives, you have to make reasonable efforts to locate them. For example, you may wish to write letters to their last known address and to their relatives and friends. Keep copies of all letters you send or receive to prove your efforts. If you are unsuccessful in your search you may apply to court for an order dispensing with the required consent (refer to #4), regarding the procedure for commencing an application to dispense with consent).

If the birth parent or person having custody of a child is deceased, you must obtain a Death Certificate from the Vital Statistics office in the province where the person died.

If the child's birth mother has not identified the child's birth father, the birth mother must complete the **Affidavit Regarding Paternity** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form].

**2. Consent of the Child** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form]

Children who are 12 years of age or older must give their written consent to the adoption. This consent tells the court that the child agrees to the adoption. The child must sign the consent form in front of a lawyer, Commissioner for Oaths, Justice of the Peace or Notary Public.

**3. Revocation of Consent to Adopt by Birth Parent / Person Having Custody and Revocation of Consent to Adopt by a Child**

Withdrawing consent to adoption is called "revoking of consent." To revoke the consent, the birth parent and, where applicable, person having custody of the child must provide a written notice to the applicant. The written notice does not have to be in any particular form.

The birth parent and, where applicable, a person having custody of the child, may revoke the consent to adoption any time during the first **twenty-one days** after signing the consent form. To count the number of days, you do not count the day the consent to adoption is signed but you do count Saturdays, Sundays and holidays. If the **twenty-one day** waiting period has expired and a birth parent(s) or, where applicable, a person having custody of the child, who signed the consent form wishes to revoke that consent, and the **Adoption Order** has not yet been granted by the court, they must apply to court to request an order permitting them to revoke their consent.

Because the birth parent(s), and any person having custody of the child, may, within **twenty-one days**, revoke the consent to adoption, you cannot file your adoption application with the court until the **twenty-one days** have passed.

The child's consent to adoption may be revoked at any time up to the granting of the **Adoption Order**. The revocation of consent by a child does not have to be in writing.

The applicant does not become the parent of the child until the court grants the **Adoption Order**. The granting of this order finalizes the adoption process.

**4. Application To Dispense With Consent** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form]

If you cannot obtain a required consent, you may apply to the court for an order dispensing with the consent. It is important that you read section 22 of the **Act**, which outlines the conditions under which a judge would generally consider granting such an order. You must complete an **Application To Dispense With Consent** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form] and file it with the appropriate court. You will then be given a date and time for the hearing of your application.

Once you obtain a court date, you are required to provide a copy of the application and the **Notice To The Respondent** to the person whose consent you are asking the court to dispense with, and to the child, if they are 12 years of age or older. As you are a party to the court application, you are not permitted to serve the documents yourself. However, you may wish to have a friend or family member serve the documents for you. Process Servers are also available to serve court documents for a fee. The court staff can advise you further on this. The person who serves the application must complete an **Affidavit of Service** contained in the **Notice To The Respondent** and have their signature “sworn to”. The affidavit is proof for the court that the birth parent, any person having custody of the child, or the child knows about the application and is aware of the court hearing. If the birth parent(s), any person having custody of the child, and/or the child has not been served, you will be required to provide an explanation to the judge. You should bring any letters that show the attempts made to serve the required persons. You must also draft an **Order To Dispense With Consent** [Supreme Court of Newfoundland and Labrador Family Division or Provincial Court of Newfoundland and Labrador form] which the judge will sign if the order is granted.

## **STEP 2: Obtain All the Required Documents You Will Need to Support Your Adoption Application**

You will need supporting documents to file with your adoption application. Start obtaining the following documents as soon as possible:

### **1. Birth Certificate of the Child**

Obtain the child's legal birth certificate stating the birth parent's names, or, if it cannot be obtained, provide satisfactory evidence of the facts relating to the child's birth.

### **2. Death Certificate for Child's Birth Parent(s), and any person having custody of the child where applicable\***

If the child's birth parent(s) and any person having custody is/are deceased, you are required to obtain a death certificate(s).

### **3. Birth Certificate of the Applicant(s)**

Obtain a birth certificate for the applicant(s). A baptismal certificate is **not** acceptable.

#### **4. Proof of Canadian Citizenship regarding Child Born Outside Canada, (if applicable)**

If the child being adopted was born outside Canada, you must obtain proof of Canadian Citizenship or a certified or notarized copy of the child's immigration document indicating the child was lawfully admitted to Canada for permanent residence.

#### **5. A Criminal Record Screening Certificate from the Royal Newfoundland Constabulary (RNC) and/or a Criminal Record Check from the Royal Canadian Mounted Police (RCMP) regarding the Applicant(s)**

All persons residing in your home 12 years of age or older are required to have a Criminal Record check completed. The person having a Criminal Record check completed:

- must make application to the police jurisdiction where they currently reside and give permission to have a criminal record check completed in all jurisdictions where they have previously resided;
- where age 18 years or older, must select to have the Vulnerable Sectors Check on the Royal Newfoundland Constabulary (RNC) Criminal Record Check form, or complete a Request for a Vulnerable Sector Check form if residing in a Royal Canadian Mounted Police (RCMP) jurisdiction. The Vulnerable Sector Check will identify if an individual has been pardoned for a sexual offence;
- if residing in an RCMP jurisdiction, you are required to make application to the provincial court to have a provincial court check completed prior to submitting the request for a criminal records check and/or Vulnerable Sector check to the RCMP. Applications are available at RCMP detachments or the Provincial Court;
- if residing in an RNC jurisdiction, you are required to make application to the Provincial Court to have a check completed should it be possible that you have a record prior to 1980.

#### **6. Child Protection Clearance Check**

All persons residing in the home 16 years of age or older are required to have a **Child Protection Clearance Check** completed. You must submit this form to the nearest SSWB Office for completion (see Appendix D for list of office locations).

\* For certificates of birth or death which occurred in Newfoundland and Labrador you may apply to the Vital Statistics Division or a Service NL Centre located throughout the province (see Appendix B for list of office locations). If the event occurred outside Newfoundland and Labrador contact the Vital Statistics Division in the relevant province/country.

#### **STEP 3: Complete the Step-Parent, Relative or Persons Having Custody of a Child Adoption Family Self-Assessment**

Complete the **Family Self-Assessment** form.

## **STEP 4: Prepare the Remaining Documents**

You must complete the following documents to provide to the court as part of your adoption application package (Step 4). When you are preparing these forms, make sure that each person's name is printed clearly underneath their signature.

### **1. Application For Adoption Order** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form]

This form tells the court that you want to adopt a child. It also allows you to request that the child's name be changed. Upon filing of this application with the court registry a court date will be scheduled for the adoption hearing.

### **2. Adoption Order** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form]

Prepare the **Adoption Order** for the judge's signature. The court will complete the **Schedule to the Adoption Order**.

### **3. Affidavit Regarding Paternity** [Supreme Court of Newfoundland and Labrador Family Division form or Provincial Court of Newfoundland and Labrador form].

If the child's birth mother has not identified the child's birth father she must complete an **Affidavit Regarding Paternity**.

## **STEP 5: Arrange Your Information into an Adoption Package**

Once you acquire all the documents you need and fill in all the forms, you should compile an adoption package. You will use this package in Step 6 to make your formal application to the court for an **Adoption Order**. Prepare the information by arranging all these documents in the following order:

- **Application for Adoption Order;**
- **Adoption Order;**
- **Schedule to Adoption Order;**
- Death Certificate (if birth/legal parent of child is deceased);
- Proof of Canadian Citizenship (if the child was born outside Canada);
- Birth Certificate of the Child;
- Birth Certificate of the Applicant(s);
- All applicable **Consent to Adoption** (including the child's consent if 12 years of age or older); **Order Dispensing with Consent** (where a required consent is not available);
- **Family Self-Assessment** form;
- **Child Protection Clearance Check;**

- Criminal Records Check(s) and Court Checks; and
- **Affidavit Regarding Paternity** (where applicable).

**Note: In addition to the above-noted, the court may require other documents from you. If other documents are required, the court staff will let you know when you file your Adoption Package with the court (as per Step 6 below).**

### **STEP 6: File Your Adoption Package with the Court**

You may file your court documents once you have completed the forms and collected all the applicable supporting documents listed above. There will be a filing fee that you will have to pay when you file your application at the court registry. You may wish to contact the court to determine this cost and acceptable methods of payment prior to filing your court documents.

Before you go to the court, make a photocopy of your entire adoption package. Take the original and the copy to the court. The court clerk will give you the copy of your adoption package for your use at the adoption hearing. At the court, the clerk will assign a date for the adoption hearing. The clerk will also give you a file number and a date, time and place for your hearing. Before you leave the court, the clerk may review your documents and advise you if you will need to provide any other information. If you do, ask when you have to file this information with the court.

See Appendix C for a listing of the court locations in Newfoundland and Labrador.

### **STEP 7: Prepare for the Adoption Hearing**

The best way to feel confident and relaxed when going to court is to ensure that you are well-prepared. Here are some steps to ensure you are well-prepared:

- be familiar with your documents;
- be ready to answer any questions that the judge may ask on any aspect of your application;
- if possible, have your spouse or partner and the child being adopted go to the hearing with you. Other family members may attend as well and you may bring a camera, however, you must ask the judge for permission to take pictures;
- ask the court staff any court related questions;
- always stand to talk to the judge:
  - in Supreme Court of Newfoundland and Labrador refer to the judge as "Justice".
  - in Provincial Court of Newfoundland and Labrador refer to the judge as "Judge" or "Your Honour".

### **STEP 8: Attend the Adoption Hearing**

Arrive at the court at least 15 minutes before your hearing is set to start and advise the

court staff that you have arrived for your hearing.

Your adoption hearing will be held in private. Based on court procedures, the hearing will be audio recorded. The only people in the court room during the hearing will be the judge, a court staff member, a sheriff's officer and the people involved in the adoption.

A hearing usually takes between 5 to 15 minutes. During the hearing, follow all the instructions the court staff gives you.

A court may request SSWB to inquire into a matter respecting an application for an **Adoption Order** that it considers necessary. This may occur at the hearing or any point prior to the hearing. It is important that you are aware of this possibility which could cause a delay in the **Adoption Order** being granted.

If the judge is satisfied that based on all of the documents and information provided it is in the best interests of the child to be adopted by the applicant(s), they will grant the adoption and sign the **Adoption Order**.

After the hearing, the court staff will send a copy of the **Adoption Order** to you and to the Vital Statistics Division.

## **STEP 9: Birth Registration Following Adoption**

### **Birth Registration**

The court will send the **Adoption Order** to the Vital Statistics Division. For a child born in Newfoundland and Labrador, the Registrar of Vital Statistics will register the **Adoption Order**. If your child was born outside Newfoundland and Labrador, the Registrar will send a copy of the **Adoption Order** to the Vital Statistics Division in the location where your child's birth was registered. In either situation, the birth registration will be amended to reflect the name of the child and the names of their parent(s) as stated in the **Adoption Order**.

### **New Birth Certificate**

After your child's adoption has been registered, you may apply for your child's new birth certificate at the Vital Statistics Division where your child's birth was registered or at your local Service NL Centre (see Appendix B for a list of offices) The new birth certificate will reflect information stated on the **Adoption Order**.

**NOTE:** Many of the terms referenced throughout the **Self-Help Kit** are defined in section 2 of the **Act**. For terms not defined in the Glossary of Terms (Appendix A) it is recommended that you refer to section 2 of the **Act**.

## Appendix A

### Glossary of Terms

<b>Adoption Hearing:</b>	the process of attending court to have your adoption application heard by a judge.
<b>Adoption Order:</b>	<b>a written</b> order of the court granting an adoption which transfers the parental rights and obligations from the birth parent(s), and/or other person having custody of the child, to the adoptive parent(s). The adoptive parent(s) become the legal parent(s) of the child.
<b>Affidavit:</b>	a written statement that a person swears or affirms is true. The person must swear or affirm in front of an official authorized by law to administer oaths. Such officials include lawyers, Commissioner for Oaths, Justice of the Peace or Notary Public.
<b>Application For Adoption Order:</b>	a form you present to the court which indicates that you are going to adopt a child, in some cases also asking to change the name of the child, and requesting a court date for an adoption hearing.
<b>Family Self-Assessment:</b>	a written report that provides information about your family.
<b>Legal Parent:</b>	a person who has the legal rights and responsibilities of a parent in respect of a child.
<b>Notice of Court Hearing:</b>	a written document stating the time, date and place that a Court hearing will be held.
<b>Order Dispensing with Consent:</b>	a court order that states that consent of a birth/legal parent or child is not required in certain situations.

## Appendix B

### Government Services Centres

#### **St. John's Office**

Service NL  
Vital Statistics Division  
149 Smallwood Drive  
Mount Pearl  
P.O. Box 8700  
St. John's, NL  
A1B 4J6  
Tel: (709)729-3308  
Fax: (709) 729-0946

#### **Marystow Office**

1 Harris Drive, Industrial Park  
P.O. Box 698  
Marystow, NL  
A0E 2M0  
Tel: (709) 832-1672  
Fax: (709) 832-1792

#### **Gander Office**

Fraser Mall, 230 Airport Blvd.  
P.O. Box 2222  
Gander, NL  
A1V 2N9  
Tel: (709) 256-1420  
Fax: (709) 256-1438

#### **Stephenville Office**

35 Alabama Drive  
Stephenville, NL  
A2N 3K9  
Tel: (709) 454-8833  
Fax: (709) 643-8654

#### **Harbour Grace Office**

P.O. Box 512  
7 – 9 Roddick Crescent  
Harbour Grace, NL  
A0A 2M0  
Tel: (709) 945-3106/07  
Fax: (709) 745-3114

#### **Clarenville Office**

8 Myers Avenue, Suite 201  
Clarenville, NL  
A5A 1T5  
Tel: (709)466-4061/4068  
Fax: (709) 466-4070

#### **Grand Falls – Windsor Office**

9 Queensway  
3 Cromer Avenue  
Grand Falls – Winsor, NL  
A2A 1W0  
Tel: (709) 292-4348/4206  
Fax: (709) 292-4528

#### **Corner Brook Office**

84 Mount Bernard Avenue  
Sir Richard Squires Building  
Corner Brook, NL  
A2H 6J8  
Tel: (709) 637-2387/2389/2490  
Fax: (709) 637-2905

## **Appendix B (cont'd)**

**Happy Valley-Goose Bay Office**  
2 Tenth Street  
P.O. Box 3014, Station B  
Happy Valley-Goose Bay, NL  
A0P 1E0  
Tel: (709) 896-5482/5430  
Fax: (709) 896-4340

**St. Anthony Office**  
6-8 North Street  
P.O. Box 28  
St. Anthony, NL  
A0K 4S0  
Tel: (709) 454-8833  
Fax: (709) 454-3206

**Labrador City Office**  
118 Humphrey Road  
Labrador City, NL  
A2V 2J8  
Tel: (709) 944-5859  
Fax: (709) 944-5630

## **Appendix C**

### **Supreme Courts of Newfoundland and Labrador Family Division and Provincial Courts of Newfoundland and Labrador**

#### **St. John's**

Supreme Court of NL Family Division  
68 Portugal Cove Road  
St. John's, NL  
A1B 2L9  
Tel: (709) 729-2258  
Fax: (709) 729-0784

#### **Harbour Grace**

Provincial Court of NL  
2 Harvey Street  
P.O. Box 519  
Harbour Grace, NL  
A0A 2M0  
Tel: (709) 596-6141  
Fax: (709) 596-4304

#### **Placentia**

Provincial Court of NL  
P.O. Box 369  
Placentia, NL  
A0B 2Y0  
Tel: (709) 227-2002  
Fax: (709) 227-5747

#### **Clarenville**

Provincial Court of NL  
47 Marine Drive  
Clarenville, NL  
A5A 1M5  
Tel: (709) 466-2635  
Fax: (709) 466-3147

#### **Grand Bank**

Provincial Court of NL  
Grand Bank-Fortune Highway  
P.O. Box 339  
Grand Bank, NL  
A0E 1W0  
Tel: (709)-832-1450  
Fax: (709) 832-1758

#### **Gander**

Provincial Court of NL  
100 Airport Boulevard  
P.O. Box 2222  
Gander, NL  
A1V 2N9  
Tel: (709) 256-1100  
Fax: (709) 256-1097

#### **Grand Falls-Windsor**

Provincial Court of NL  
Law Courts Building  
3 Cromer Avenue  
Grand Falls-Windsor, NL  
A2A 1W9  
Tel: (709) 292-4212  
Fax: (709) 292-4388

#### **Stephenville and Corner Brook**

Supreme Court of NL Family Division  
82 Mt. Bernard Avenue  
P.O. Box 2006  
Corner Brook, NL  
A2H 6J8  
Tel: (709) 637-2250  
Fax: (709) 637-2656

## Courts (cont'd)

**Happy Valley-Goose Bay**  
Provincial Court of NL  
P.O. Box 3014, Stn. B  
Happy Valley-Goose Bay, NL  
A0P 1E0  
Tel: (709) 896-7870  
Fax: (709) 896-8767

**Wabush**  
Provincial Court of NL  
Provincial Building, Whiteway Drive  
P.O. Box 1060  
Wabush, NL  
A0R 1B0  
Tel: (709)-282-6617  
Fax: (709)-282-6905

## Appendix D

### Regional Social Supports and Well-Being Offices

#### ST. JOHN'S METRO REGION

##### **St. John's**

Charles R. Bell Building  
81 Kenmount Road  
P.O. Box 8700  
St. John's, NL A1B 4J6  
Tel: (709) 729-4465  
Fax: (709) 729-4680

#### CENTRAL EAST REGION

##### **Conception Bay South**

130 Conception Bay Highway  
P.O. Box 14921, Suite 208  
Conception Bay South, NL A1W 3A6  
Tel: (709) 834-6101  
Fax: (709) 834-7924

##### **Whitebourne**

39 Main Road  
The Community Services Building  
P.O. Box 190  
Whitbourne, NL A0B 3K0  
Tel: (709) 759-3340  
Fax: (709) 759-3360

##### **Marystow**

P.O. Box 508  
10-12 Harris Drive Business Park  
Marystow, NL A0E 2M0  
Tel: (709) 279-0703  
Fax: (709) 279-7915

##### **Bay Roberts**

Dawe Building  
P.O. Box 364  
Coley's Point, NL A0A 1X0  
Tel: (709) 786-5224  
Fax: (709) 786-5116

##### **Placentia**

Court House Building  
68-70 Prince William Drive  
P.O. Box 159  
Placentia, NL A0B 2Y0  
Tel: (709) 227-0130  
Fax: (709) 227-1346

##### **Holyrood (Also serves St. Mary's)**

P.O. Box 461  
363-365 Conception Bay Highway  
Holyrood, NL A0A 2R0  
Tel: (709) 229-1551  
Fax: (709) 229-2018

##### **Harbour Grace**

P.O. Box 430  
33 Cathedral Street  
Taylor Building  
Harbour Grace, NL A0A 2M0  
Tel: (709) 945-6545  
Fax: (709) 945-3060

## **Central (cont'd)**

### **Bonavista**

P.O. Box 1507  
10 Beaver Pond Road  
Bonavista, NL A0C 1B0  
Tel: (709) 468-1000  
Fax: (709) 468-5589

### **Gander**

P.O. Box 2222, 2<sup>nd</sup> Floor McCurdy  
Complex  
1 Markham Place  
Gander, NL A1V 2N9  
Tel: (709) 651-1170  
Fax: (709) 651-5422

### **Conne River**

P.O. Box 160  
Conne River, NL A0H 1J0  
Tel: (709) 882-5105  
Fax: (709) 882-2703

### **Summerford**

General Delivery  
184 Road to the Isles  
Summerford, NL  
Tel: (709) 884-1372  
Fax: (709) 884-1586

### **Botwood**

P.O. Box 617  
2 Airbase Road  
Botwood, NL A0H 1E0  
Tel: (709) 535-2852  
Fax: (709) 257-4109

### **Clarenville**

35 Tilley's Road  
P.O. Box 9558  
D.M Brown Bldg.  
Clarenville, NL A5A 1Z4  
(709) 466-5776  
(709) 466-5766

### **Musgrave Harbour**

P.O. Box 129  
Musgrave Harbour Community Health  
Centre  
4 Banting Street  
Musgrave Harbour, NL A0G 3J0  
Tel: (709) 655-2788  
Fax: (709) 655-2489

### **Grand Falls-Windsor**

3rd Floor, Provincial Building  
3 Cromer Avenue  
Grand Falls-Windsor, NL A2A 1W9  
Tel: (709) 292-1210  
Fax: (709) 292-1224

### **Lewisporte**

P.O. Box 1137  
Lewisporte, NL A0G 3A0  
Tel: (709) 535-2852  
Fax: (709) 535-6124

### **St. Alban's (also serves Milltown area)**

P.O. Box 189  
St. Alban's NL A0H 2E0  
Tel: (709) 538-3819  
Fax: (709) 538-3927

### **Harbour Breton**

P.O. Box 699  
Hr. Breton, NL A0H 1P0  
Tel: (709) 885-3131  
Fax: (709) 885-3190

## WESTERN REGION

### **Corner Brook**

P.O. Box 2006  
Noton Bldg. Annex  
133 Riverside Drive  
Corner Brook, NL A2H 6J8  
Tel: (709) 637-2686  
Fax: (709) 637-2319

### **Woody Point**

Woody Point Medical Clinic  
188 Main Road  
Woody Point, NL A0K 1P0  
Tel: (709) 453-2135  
Fax: (709) 453-2125

### **Port Aux Basques**

P.O. Box 89  
MP Place  
3-9 Barhaven Drive  
Port aux Basques, NL  
A0M 1C0  
Tel: (709) 695-2120  
Fax: (709) 695-6002

### **Baie Verte**

P.O. Box 608  
7 Hospital Road, 2<sup>nd</sup> Floor  
Baie Verte Peninsula Health Ctr.  
Baie Verte, NL A0K 1B0  
Tel: (709) 532-4766  
Fax: (709) 532-4099

### **Stephenville**

1<sup>st</sup> Floor, 149 Montana Drive  
Stephenville, NL A2N 2T4  
Tel: (709) 643-8601/8602  
Fax: (709) 643-8640

### **Deer Lake**

20 Farm Road  
P.O. Box 3774  
Deer Lake, NL A8A 3M1  
Tel: (709) 635-7841  
Fax: (709) 635-7793

### **St. Anthony**

P.O. Box 190  
398 Gosse Cove Road  
St. Anthony, NL A0K 4S0  
Tel: (709) 454-2448  
Fax: (709) 454-2445

### **Roddickton**

P.O. Box 254  
53 Major Street  
Roddickton, NL A0K 4P0  
Tel: (709) 457-3303  
Fax: (709) 457-3013

### **St. Anthony**

P.O. Box 190  
398 Goose Cove Road  
St. Anthony, NL  
A0K 4S0  
Tel: (709) 454-2448  
Fax: (709) 454-2445

## LABRADOR REGION

### **Forteau**

P.O. Box 130  
1 Main Street  
Labrador South Health Centre  
Forteau, NL A0K 2P0  
el: (709) 931-3301  
Fax: (709) 931-3302

### **Cartwright**

303A Main Road  
Cartwright Health Clinic  
P.O. Box 160  
Cartwright, NL A0K 1V0  
Tel: (709) 938-7413  
Fax: (709) 938-7235

### **Hopedale**

P.O. Box 9  
9 Government Road  
Hopedale, NL A0P 1G0  
Tel: (709) 933-3389  
Fax: (709) 933-3651

### **Happy Valley-Goose Bay-District**

Elizabeth Goudie Building  
143 Hamilton River Road  
P.O. Box 3014, Stn. B  
Happy Valley-Goose Bay, NL  
A0P 1E0  
Tel: (709) 896-2628  
Fax: (709) 896-3272

### **Natuashish**

P.O. Box 185  
4 Pasteen Road  
Natuashish Community Clinic  
Natuashish, NL A0P 1A0  
Tel: (709) 478-8965  
Fax: (709) 478-2034

### **Nain**

P.O. Box 130  
89 Middle Path  
Nain, NL A0P 1L0  
Tel: (709) 922-2858  
Fax: (709) 922-2396

### **Labrador City - Regional**

Tamarack Place  
45 Tamarack Dr. Ext.  
Labrador City, NL A2V 0C5  
Tel: (709) 944-9369  
Fax: (709) 944-5878

### **Labrador City - District**

Tamarack Place  
45 Tamarack Dr. Ext.  
Labrador City, NL A2V 0C5  
Tel: (709) 282-3951  
Fax: (709) 282-3528

### **Happy Valley-Goose Bay-Regional**

2<sup>nd</sup> Floor, CBC Building  
12-16 Loring Drive  
P.O. Box 3014, Stn. B.  
Happy Valley-Goose Bay, NL  
A0P 1E0  
Tel: (709) 282-5062  
Fax: (709) 282-3528

### **Sheshatshiu**

P.O. Box 29  
219 Peenamin Drive  
Mary Mae Osmond Building  
North West River, NL A0P 1M0  
Tel: (709) 497-3702  
Fax: (709) 497-8459

## **LABRADOR REGION (cont'd)**

### **Makkovik**

P.O. Box 42  
18 Hillcrest  
Makkovik HealthClinic  
Makkovik, NL A0P 1J0  
Tel: (709) 923-2129  
Fax: (709) 923-2143

### **Rigolet**

7 Riche's Seashore Drive  
Groswater Bay Community Clinic  
P.O. Box 141  
Rigolet, NL  
A0P 1P0  
Tel: (709) 947-3519  
Fax: (709) 947-3469