

This form is to be used to make an application to adopt your step-child. If you are applying to adopt more than one step-child, a separate application must be made for each child.

You may apply to adopt a child who is at least 5 years old and has not yet turned 17. An application relating to a step-child who has turned 17 may be accepted if there is enough time to complete the adoption process before the child turns 18 and the grounds for making an adoption order in your favour are likely to exist. It is not possible for an adult to be adopted.

This form must be signed by you, your spouse/partner and each adult member of your household. Adult household members must give written consent to being assessed as part of the assessment of your application.

Payment of an application fee is required at the time of lodgement of this application with Adoption Services. If you are applying to adopt more than one step-child, a separate application must be made for each child and a separate application fee must be paid for each child. Please refer to the Schedule of fees section of the Department of Child Safety, Youth and Women website for current fees.

If you have any questions about completing this form or payment options, please phone Adoption Services on (07) 3097 5100 or 1800 647 983 (free call within Queensland).

Please attach additional pages if you wish to provide further information. It is necessary for you and all adult members of your household to sign this form.

Note: People are required to lodge certified copies of the relevant original documents together with the completed and signed form.

A certified copy is a true copy of an original document that has been certified in writing by a qualified witness as being a true copy of an original document that has been sighted.

Qualified witnesses include:

- A departmental officer
- A lawyer or notary public
- A Justice of the Peace or Commissioner for Declarations
- A Police Officer
- A medical practitioner

Please print clearly using BLOCK LETTERS

Please tick boxes where required.

Please return completed form:

by mail to:

Adoption Services
Department of Child Safety, Youth and Women
Locked Bag 3405
Brisbane QLD 4001

PART A – Eligibility to apply to adopt a step child or step children

To be eligible to apply to adopt a step child you must satisfy all of the following eligibility criteria:

- You are the spouse of a parent of the child
- You, your spouse and the child are living together and have been living together for a continuous period of at least 3 years up to the time of the application
- Leave has been granted under the *Family Law Act 1975* (Cwlth), section 60G(1)
- You are an adult
- You or your spouse is an Australian citizen
- You are resident or domiciled in Queensland; and
- The child is at least 5 years old and has not yet turned 17.

An application relating to a child who has turned 17 may be accepted if the chief executive considers—

- (a) there is enough time to complete the adoption process before the child turns 18; and
- (b) the grounds for making an adoption order in favour of the applicant are likely to exist.

If you are unsure whether you meet the eligibility criteria to make a step parent adoption application, please phone Adoption Services on (07) 3097 5100 or 1800 647 983 (free call within Queensland) to discuss.

It is important to note that an adoption order for a child in Queensland cannot be made after the child reaches the age of 18 years.

5. Applicant's Details (the step parent of the child)

Preferred title (for example: Mr, Mrs, Ms, Dr)	
Surname	
Given name/s	
Previous names (for example: maiden name, prior married name, name prior to deed poll change)	
Gender	
Are you of Aboriginal, Torres Strait Islander or South Sea Islander descent?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes, South Sea Islander descent <input type="checkbox"/> No If Aboriginal or Torres Strait Islander descent please provide details of your community and language group (if known):
Have you resided in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please supply details : State: Date/length of residence
Have you resided in another country?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please supply details : Country: Date/length of residence
Residential Address	Number and Street Address
	Suburb
	State Postcode
	How long have you lived at this address?
Postal address (if applicable)	<input type="checkbox"/> As above Number and Street Address
	Suburb
	State Postcode
Telephone contact numbers please indicate with an * the preferred contact number	Home
	Mobile
	Work
Email address	

Information required to establish eligibility

Applicant

Date of birth	
Place of birth (town, country)	
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your spouse an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your spouse/partner the parent of the step child you are seeking to adopt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been living together with your spouse/partner and the child you are seeking to adopt for a continuous period of at least 3 years up to the time of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please supply, Date you commenced living continually with your spouse/partner Date the child entered this living arrangement
Are you married?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please supply Date of marriage Place of marriage Length of marriage years..... months
Has the Family Court of Australia made an order granting leave for adoption proceedings to commence?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a certified copy of the Order. Reference number of order
Are you resident or domiciled in Queensland?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child you wish to adopt between the ages of 5 and 17 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the child is over 17 and not yet turned 18 what is the reason that you are seeking adoption?	
If the child is over 17 and not yet turned 18, is the Non Custodial parent supportive of the adoption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you believe that you satisfy all the eligibility criteria to adopt your step-child/ren please proceed to complete Part B of the form. Information collected in Part B of the form may be used when selecting person/s to be assessed.</p> <p>If you believe that you may not be eligible, please phone Adoption Services on (07) 3097 5100 or 1800 647 983 (free call within Queensland) to discuss before proceeding to complete Part B of the form.</p>	

PART B:

Details of applicant's spouse/partner (the parent of the child)

Preferred title (for example: Mr, Mrs, Ms, Dr)			
Surname			
Given name/s			
Previous names (for example: maiden name, prior married name, name prior to deed poll change)			
Date of birth		Place of birth (town, country)	
Gender			
Are you of Aboriginal, Torres Strait Islander or South Sea Islander descent?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes, South Sea Islander descent <input type="checkbox"/> No		
	If Aboriginal or Torres Strait Islander descent please provide details of your community and language group (if known):		
Telephone contact numbers please indicate with an * the preferred contact number	Home Mobile Work		
Email address			

Details of the child the applicant proposes to adopt

Surname			
Given name/s			
Other names by which the child may be known (for example: changes of registered surname)			
Date of birth		Place of birth (town, country)	
Gender			
Is the child of Aboriginal, Torres Strait Islander or South Sea Islander descent?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes, South Sea Islander descent <input type="checkbox"/> No		
	If Aboriginal or Torres Strait Islander descent please provide details of your community and language group (if known):		
Is the child aware of their birth history and your intention to adopt them?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No please detail your intention to provide them this information.		

Details of your children (if applicable)

Please provide details of the applicant's children and the children of the applicant's spouse. This includes children living with you, children who are now adults and living independently, children of former relationships and marriages, and children who are not living with you or children who are deceased.

	1 st Child	2 nd Child	3 rd Child	4 th Child
Name in Full				
Gender				
Date of Birth	/ /	/ /	/ /	/ /
Relationship to Applicant				
Relationship to Applicant's spouse				
If the child is deceased please attach an additional page and provide relevant information				
With who does the child reside (where relevant)				
Does the child reside with you full time? If not, please specify the amount of time the child is in your care. In addition, specify any legal or private arrangements in place (i.e. children are subject to a child protection order, a parenting order or a private family arrangement)				

Non-Custodial parent details

Parent Surname	
Given name/s	
Is this person the father or mother of the child?	<input type="checkbox"/> Father <input type="checkbox"/> Mother
Is the parent deceased?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a certified copy of the death certificate if possible or details of the date and place of death. If yes, please also provide the name and contact details for other members of the deceased parent's family.
Parent's last known address (if known)	Number and Street Address Suburb State Postcode How long have they lived at this address?
Postal address (if known)	<input type="checkbox"/> Please tick if not applicable Number and Street Address Suburb State Postcode
Telephone contact numbers (if known) Please indicate with an * the preferred contact number	Home Mobile Work
Is the non-custodial parent aware of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide details:
Is the non-custodial parent of Aboriginal, Torres Strait Islander or South Sea Islander descent?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes, South Sea Islander descent <input type="checkbox"/> No If Aboriginal or Torres Strait Islander descent please provide details of your community and language group (if known):

Adult household member's consent

This section of the form is to be completed by any person aged over 18 years who is a member of the applicant's household

In accordance with section 111 of the *Adoption Act 2009*, the assessment of a person's suitability to adopt their step-child will include an assessment of members of the person's household. Section 121 of the *Adoption Act 2009* further requires that in deciding whether a person is suitable to be an adoptive parent of the child the person wishes to adopt, consideration must be given to the personal history of adult members of the household to decide if an adult household member poses an unacceptable risk of harming a child adopted by the step-parent.

Personal history means criminal history, domestic violence and traffic information including all fines, charges, orders and convictions and in some circumstances investigative information *irrespective of when this occurred*. This may include overseas or interstate history of a person who has resided outside of Queensland for 12 months or longer.

Information for applicant

Section 93 of the *Adoption Act 2009* requires all adult members of your household to sign the application form and to provide their written consent to being assessed, including personal history checks being undertaken. It is recommended that the consent of adult household members be obtained at the time you submit the application to adopt your step-child. The consent of adult household members can be obtained at a later stage if necessary, for example in circumstances where an adult subsequently joins your household. All current household members must sign the application form.

If adult household members refuse to sign the application form and/or give their written consent to being assessed and to personal history checks being undertaken then your application to adopt your step-child will not be able to proceed.

Information for Adult Household Members

The person completing this form is applying to adopt his or her step-child.

In signing this form you are giving written consent to being assessed and to personal history checks about you being undertaken. At the time the application is being assessed, you will be asked to provide documents to prove your identity and supply other information required to undertake checks.

Note: It is an offence under the *Adoption Act 2009* for any person to knowingly provide false or misleading information.

Other household members

	1 st Adult	2 nd Adult	3 rd Adult	4 th Adult
Surname				
Given names				
Date of birth	/ /	/ /	/ /	/ /
Place of birth				
Do they agree to being assessed and personal history checks being undertaken if the person's suitability to adopt their step-child is assessed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of adult household member	Date / /	Date / /	Date / /	Date / /

Step-parent adoption application checklist

The step-parent adoption application form must be completed and the following documents must accompany this form at time of lodgement. Please tick those included.

- Certified copy of Order by the Family Court of Australia confirming leave to commence adoption proceedings has been granted
- Certified copy of a document that proves you are a resident in Queensland (for example, rates notice, signed lease agreement, Queensland driver's license (front and back), vehicle registration or if no other proof, a statutory declaration witnessed by a Justice of the Peace or Commissioner for Declarations)
- Certified copy of two current proof of identification documents (for example, driver's license (front and back), passport, pension card, credit card, Medicare card) that show your current address
- Certified copy of full birth certificate for applicant and spouse/partner issued by the office of the Registrar-General, Registry of Births, Deaths and Marriages (or equivalent interstate or overseas authority)
- The child's **original** full birth certificate issued by the office of the Registrar-General, Registry of Births, Deaths and Marriages (or equivalent interstate or overseas authority). This certificate will be returned to you after Adoption Services has taken a copy for certification
- If applicable, the child's **original** change of name certificate issued by the office of the Registrar-General, Registry of Births, Deaths and Marriages (or equivalent interstate or overseas authority). This certificate will be returned to you after Adoption Services has taken a copy for certification
- Certified copy of full marriage certificate (if applicable) issued by the office of the Registrar-General, Registry of Births, Deaths and Marriages (please note: a marriage certificate issued by a church or a marriage celebrant is not acceptable)
- If not married, a statutory declaration stating the length of time you have lived together as a couple and if possible, copies of documents that provide evidence that you have been living as a couple for a period of at least three years (i.e. joint names on a mortgage document or documents that prove you have resided at the same address)
- Certified copy of divorce certificate, if applicable, for both applicant and spouse/partner
- Certified copy of Certificate of Citizenship or Australian passport, if applicable, for both applicant and spouse/partner
- Certified copy of Certificate of Citizenship or Australian passport, if applicable, for each child
- If applicant, spouse/partner or any of the children have been known by any other names, or there are changes in the spelling of one or more of these names, certified copies of documents providing evidence of other names
- If the non-custodial birth parent is deceased, a certified copy of the Death Certificate from the Registry of Births, Deaths and Marriages (or equivalent interstate or overseas authority)

Please note: A certified copy is a true copy of an original document that has been certified in writing by a Justice of the Peace or Commissioner for Declarations as being a true copy of an original document that has been sighted. Documents provided must be written in English or accompanied by a certified translation of the original document. A certified translation of a document means a translation of the document into the English language by a translator who certifies their full name, address, accreditation and qualifications.

Applicant's Spouse/Partner

I (spouse/partner's full name)

- declare that I am aware of the application by my spouse/partner to adopt my child
- support the application by my spouse/partner to adopt my child

Signature of applicant's spouse/partner

Date: / /

I (applicant's full name)

- declare that all the information furnished in this application is true and correct to the best of my knowledge
- understand that it is an offence under the *Adoption Act 2009* for any person to knowingly provide false or misleading information
- acknowledge that, in accordance with section 95 of the *Adoption Act 2009*, I must immediately inform Adoption Services of any changes or new information that is relevant to my eligibility
- have attached all required documents
- have attached the required application fee or completed a payment authorisation form
- have completed all sections of the form

Signature of applicant

/ /

Privacy Notice

In accordance with the *Adoption Act 2009*, the Department of Child Safety, Youth and Women is authorised to collect the information requested on this form to establish whether you are eligible to apply to adopt your step-child and to assess your suitability to be an adoptive parent. Further, Adoption Services may release any of the information in this form to an Adoption Contract Worker as part of your assessment of suitability to be an adoptive parent. The Department of Child Safety, Youth and Women may provide some or all of this information to the Queensland Police Service, Department of Transport and Main Roads or the Police Service in another jurisdiction, the Registrar, Registry of Births, Deaths and Marriages or relevant tribunal or court or other person as is permitted, authorised or required under the Act. All information obtained in the expression of interest and assessment process will be managed in accordance with the Information Privacy Principles described in the *Information Privacy Act 2009*.