

Working with Birth Parents if their Decision is Adoption

The Child Protection Worker must provide information prepared by the Director of Child and Family Services to the birth parent(s) on services available to their family, after they decide to surrender a child for adoption.

REFERENCE

NWT Child and Family Services Act, section 40(a)(b)(c)

PURPOSE

- To determine the wishes of the birth parent(s) and involve them in adoption planning, including providing medical and social information for their child.

PROCEDURES

1. Request the birth parent(s) complete the child's *Registration of Live Birth form* and place it in the child's file.
2. Inform the birth parent(s) of the importance of collecting and preserving the child's birth family, medical and social history for their child's adoption record.
3. Provide the birth parent(s) with the *Child's Birth Family Medical and Social History form* for completion. Provide assistance if necessary.
4. Provide the birth parent(s) with the *Adoption Information for Birth Parents form*.
5. Provide the birth parent(s) with a copy of the *Post Adoption Services form*.
6. Inform the birth parent(s) that they will be served with the Originating Notice or Notice of Motion and Affidavit in support of their application for a Permanent Custody Order for adoption.
7. Confirm the parent (s) current address, so they can be served with the documents.
8. Advise the birth parent(s) of their right to consult with a lawyer about the effects of the consent, their rights and when consent may be given or revoked.
9. Arrange for translators, where needed, to explain all information, including legal documents to the birth parent(s).

10. Ask the birth mother who the birth father is (if she is single or in a relationship with another person) and verify if he is named on the child's birth certificate. If the birth father is known, explain to the birth mother that he will be contacted to be informed of his rights and that his consent would be required to proceed with the adoption.
11. Request the birth mother sign a *Statutory Declaration of Parentage court document*, if the birth father is unknown to her.
12. Advise the birth parent(s) that when an adoption order is granted, the Judge may make further orders regarding access when granted in the Permanent Custody Order.
13. Ensure that all information in the *Permanent Custody for Adoption Checklist form* is provided.

FORMS

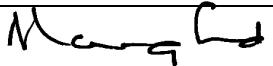
- Registration of Live Birth
- Child's Birth Family Medical and Social History
- Adoption Information for Birth Parents
- Post Adoption Services
- Permanent Custody for Adoption Checklist

TOOLS

- Child's Birth Family Medical and Social History Guide

COURT DOCUMENTS

- Statutory Declaration of Parentage

Effective Date: April 1, 2015	Director of Child and Family Services	
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