



**CONSULAR RELATIONS OFFICE
DIRECTION OF FOREIGN CONSULAR SERVICE
COORDINATION OF LEGAL ISSUES – DEPARTMENT OF MINOR
Telf. 58 (212) 8064504 / 8064496. Ext. 3362**

**REQUIREMENTS TO APPLY FOR INTERNATIONAL CHILD RETURN AND
INTERNATIONAL RIGHTS OF ACCESS**

1. Application Form according to the Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction.
2. Communication sent to the Consular Relations Office that explains the facts, and circumstances leading up to the request or demanding the rights of access.
3. Copy of the Child's Birth Certificate.
4. Photo (s) of the child and the person who wrongfully retained or removed the minor.
5. Copy of the parents's Marriage Certificate (If they are married).
6. Copy of the parents's Divorce Certificate (If it's necessary).
7. Copy of Judicial decisions in respect of Right of custody or Rights of Access (If it's possible).
8. Documents that prove the child's habitual residence before abduction, such as Study or Medical Certificate, etc.
9. Copy of the identifications documents of the child or children's parents.
10. Others documents that the applicants considers important to attach.

About the number 2, the communication has to be sent to: Ciudadana or Señora Carolina Iguaro de Torrealba de Iguaro, Directora de la Oficina de Relaciones Consulares del Ministerio del Poder Popular para Relaciones Exteriores, Autoridad Central de Venezuela para la Aplicación del Convenio de La Haya de 1980. Torre MRE, piso15, Av. Urdaneta - Caracas

People to be contacted: Miss Ayetsa Rebolledo, Mrs. Josefina Penso and Miss Yirimay Vázquez. Telephones: 58-212-8064504, 8064496. Ext. 3364. Fax: 8064497.

Note: All documents above mentioned must be translated into Spanish. Additionally, the most important documents, such as judicial decisions, have to be translated into Spanish by a public interpreter, preferentially in original certified copies.



Gobierno Bolivariano
de Venezuela

Ministerio del Poder Popular
para
Relaciones Exteriores



Oficina de Relaciones Consulares

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