

# Recommended Model Forms for use under the 1993 Adoption Convention



**Prospective  
Adoptive  
Parents**

**Recommended Model Form No 7**

**Report on the prospective adoptive parents  
(Art. 15)**

## Recommended Model Form No 7

Report on the prospective adoptive parents (Art. 15)

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## Report on the prospective adoptive parents (Art. 15)

### ARTICLE 15 OF THE 1993 ADOPTION CONVENTION

#### Article 15

- (1) *If the Central Authority of the receiving State is satisfied that the applicants are eligible and suited to adopt, it shall prepare a report including information about their **identity, eligibility and suitability to adopt, background, family and medical history, social environment, reasons for adoption, ability to undertake an intercountry adoption, as well as the characteristics of the children for whom they would be qualified to care.***
- (2) *It shall transmit the report to the Central Authority of the State of origin.*

### EXPLANATORY SECTION<sup>1</sup>

#### 1. What has been included in this Recommended Model Form?

This Form follows the content mentioned in Article 15 (1) of the Convention. Namely: information about their identity, eligibility and suitability to adopt, background, family and medical history, social environment, reasons for adoption, ability to undertake an intercountry adoption, as well as the characteristics of the children for whom they would be qualified to care.

#### 2. When should this report be drafted?

This report should be prepared once the Central Authority of the receiving State is satisfied that the applicants are eligible and suited to adopt.

Competent authorities of the relevant Contracting State should ensure that this form is preserved (see Arts. 9(a), 30 and 31 of the Convention).

#### 3. What about the protection of personal data?

Each State will need to adapt the report according to the State's own requirements and restrictions relating to the law on data protection.

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<sup>1</sup> In general, this Model Form refers to the prospective adoptive parents in the plural form for ease of reference. However, it is also possible to complete the form for a single prospective adoptive parent.

The law of some States may not permit requests or disclosure of some of the information asked in this report. In such situations, the response "cannot be disclosed" may be provided.

**4. Is the use of this Model Form compulsory?**

No, it is only a Recommended Model Form, which may need to be adapted by each State.

## RECOMMENDED MODEL FORM

### Report on the prospective adoptive parents (Art. 15)

Date of the report	-----
Authority / body issuing the report	Name: ----- Address: -----
Author of the report	Name: ----- Function: ----- Contact details: -----
<p>Sources of information upon which this report is based: <i>e.g.</i>, individual / joint interviews, home visits, reports of professionals. For each:</p> <ul style="list-style-type: none"> <li>• list the date(s) on which they took place</li> <li>• identify the persons present</li> <li>• attach the reports of professionals, where possible (see Section J below)</li> </ul> <p>Please also identify any <i>other</i> persons interviewed for the purposes of this report.</p>	-----

## A. IDENTITY OF THE PROSPECTIVE ADOPTIVE PARENTS<sup>1</sup>

### General information

	Prospective adoptive parent (1)	Prospective adoptive parent (2)
Full name	-----	-----
Date of birth	-----	-----
Place of birth (city and State)	-----	-----
Gender	-----	-----
Nationality(ies) <sup>2</sup>	-----	-----
Ethnic origin	-----	-----
Native language	-----	-----
Any other languages (indicate level)	-----	-----
Highest level of education	-----	-----
Current employment	Occupation: ----- Employer: ----- Employment status (e.g., full-time, part-time): ----- Date of start of service: ----- Gross yearly income: -----	Occupation: ----- Employer: ----- Employment status (e.g., full-time, part-time): ----- Date of start of service: ----- Gross yearly income: -----

<sup>1</sup> Please note that Sections A to H of this Model Form follow the order set out in Art. 15(1) of the 1993 Adoption Convention concerning the issues which should be addressed in the report on the prospective adoptive parents.

<sup>2</sup> Nationality refers to the legal status of an individual belonging to a sovereign State with the legal rights and protection of the sovereign State's government. In some States this legal status is referred to as 'citizenship'. References to 'nationality' should therefore be understood as including 'citizenship'.

### Contact information

	Prospective adoptive parent (1)	Prospective adoptive parent (2)
Address	-----	
Telephone number(s)	-----	-----
E-mail address(es)	-----	-----
Any other contact information	-----	-----

### Civil / marital status of the prospective adoptive parents

- Please indicate the civil / marital status of the prospective adoptive parent(s):
  - Married – please provide the place and date of the marriage: -----
  - Other legally registered partnership – please provide the date of civil registration: -----
  - De facto* relationship (*i.e.*, not legally registered, if recognised in the prospective adoptive parents' place of habitual residence) – please specify when the relationship commenced and when cohabitation commenced: -----
  - Single: -----

### Other person(s) living with the prospective adoptive parents

- Do any children currently live with the prospective adoptive parents?
  - Yes – For each child, please specify:
    - Full name: -----
    - Date of birth: -----
    - Nationality(ies): -----
    - Whether they are biological, step and / or adopted children (including date of adoption decision and State of origin, where relevant): -----
    - Whether they are living full-time or part-time with the prospective adoptive parents: -----
    - Whether they have any particular health concerns: -----
  - No
- Do any other persons currently live with the prospective adoptive parents or are frequently present in the home of the prospective adoptive parents?
  - Yes – please specify :
    - Full name: -----
    - Date of birth: -----

- Nationality(ies): \_\_\_\_\_
- Relationship with prospective adoptive parent(s): \_\_\_\_\_
- Reason for living with the prospective adoptive parent(s): \_\_\_\_\_
- Whether they are living full-time or part-time with the prospective adoptive parents:  
\_\_\_\_\_
- How long they have been living with the prospective adoptive parent(s):  
\_\_\_\_\_
- Whether they have any particular health concerns: \_\_\_\_\_

No

4. Does / do the prospective adoptive parent(s) have biological, step and / or adoptive children who are not living with them at all (i.e., not even part-time)?

Yes - please explain why: \_\_\_\_\_

No.

## B. DETERMINATION OF THE PROSPECTIVE ADOPTIVE PARENTS' ELIGIBILITY AND SUITABILITY TO ADOPT (ART. 5(a))

***Note: if a "Home Study Report" or similar is attached to this report and covers all the issues set out below, you may simply refer to it and proceed to Section C below.***

1. Which authority / body / person has determined that the prospective adoptive parents are "eligible and suited" to adopt:

Name of authority / body / person (if a person, please include title / function): \_\_\_\_\_

Date of determination: \_\_\_\_\_

*Note: please attach any decision / certificate / declaration of eligibility and suitability to adopt which the competent authority / body / person has issued (see Section J below)*

2. Please specify for what length of period this determination is valid:

Indefinitely, but certain documents upon which it is based are subject to periodic updating (e.g., the home study report is updated periodically) – *please specify:* \_\_\_\_\_

For a finite period – please specify the period: \_\_\_\_\_

Other – please specify: \_\_\_\_\_

3. Please specify whether a valid determination could have to be revised (e.g., in case of a move):  
\_\_\_\_\_

4. Please describe:

a. the process which has been undertaken in order to reach this determination:  
\_\_\_\_\_



- b. the sources of information which have been relied upon - *please provide as much detail as possible and / or attach this information to this Report if possible (see Section J below):*
- Interviews with the prospective adoptive parents: \_\_\_\_\_
  - Interviews with any child(ren) in the family home: \_\_\_\_\_
  - Interviews with significant other persons, if applicable: \_\_\_\_\_
  - Home visits: \_\_\_\_\_
  - Medical reports on the prospective adoptive parents, if disclosure is permitted under domestic law: \_\_\_\_\_
  - Psycho-social assessments of the prospective adoptive parents: \_\_\_\_\_
  - Criminal / child protection / other background checks of the prospective adoptive parents or others living in the home: \_\_\_\_\_
  - Family profile / life story, if applicable, of the prospective adoptive parents: \_\_\_\_\_
  - References: \_\_\_\_\_
  - Application form of prospective adoptive parents, if disclosure is permitted under domestic law: \_\_\_\_\_
  - Other – please specify: \_\_\_\_\_
5. Please add any other comment concerning the determination of the prospective adoptive parents' eligibility and suitability to adopt: \_\_\_\_\_

### C. PROSPECTIVE ADOPTIVE PARENTS' BACKGROUND, INCLUDING FAMILY HISTORY

**Note:** if a "Home Study Report" or similar is attached to this report and covers all the issues set out below, you may simply refer to it and proceed to Section D below.

1. Please list any other significant members of each prospective adoptive parent's family – e.g., parents, siblings, aunts, uncles, cousins. Describe the quality of the relationships of each prospective adoptive parent with these other family members:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
2. Describe each prospective adoptive parent's general experience of childhood. Please include information about any major traumatic events that had an impact on the prospective adoptive parent and any major trauma suffered by the prospective adoptive parent:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_

3. Does either prospective adoptive parent have any specific religious, ethnic or cultural practices?
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
4. What are the social activities of each prospective adoptive parent (e.g., hobbies, interests)?
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
5. For each prospective adoptive parent what are the professional / employment backgrounds (if applicable) and future ambitions concerning their careers / work plans?
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
6. Do the prospective adoptive parents (or any others living in the home) have any history of a) abusive behaviour (whether physically or psychologically); b) addiction or substance abuse<sup>3</sup>; or c) criminal activity? In the case of an affirmative response to any of the above, please provide evidence of rehabilitation:<sup>4</sup>
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
7. Please add any other relevant comments concerning the background of each of the prospective adoptive parents:
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_

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<sup>3</sup> E.g., including alcohol, controlled substances or other substances that impair the ability to fulfil obligations at work, school or home, or create other social or interpersonal problems that may adversely affect the suitability as a prospective adoptive parent.

<sup>4</sup> In the case of criminal history, why this does not make the prospective adoptive parents unsuitable (e.g., minor offence or unrelated to child raising abilities). Evidence of rehabilitation may include an evaluation of the seriousness of any arrest(s), conviction, or history of abuse, the number of such incidents, the length of time since the last incident, the offender's acceptance of responsibility for their conduct, and any type of counselling or rehabilitation programmes which have been successfully completed, or a written opinion from an appropriate licensed professional, such as a psychiatrist, clinical psychologist, or clinical social worker.

## D. MEDICAL HISTORY AND CURRENT HEALTH OF THE PROSPECTIVE ADOPTIVE PARENTS

### **Notes:**

- *if a "Home Study Report" and / or full Medical and / or Psychological Report in relation to each prospective adoptive parent is attached to this report and covers all the issues set out below, you may simply refer to it and proceed to Section E below.*
  - *if the law of the State does not permit the sharing of all / some of the information below and / or of a full Medical and / or Psychological Report, you may instead send these questions / Report to an authorised professional who will evaluate the situation and indicate if the prospective adoptive parents are suitable to adopt from a medical perspective. You may instead attach this certificate to the Report (see Section J below)*
1. Please provide a brief medical history for each prospective adoptive parent:
    - Prospective adoptive parent (1): \_\_\_\_\_
    - Prospective adoptive parent (2): \_\_\_\_\_
  2. Describe the current physical health of each prospective adoptive parent, including a) whether they are currently suffering from any illness or condition; b) any physical disability; c) any treatment currently being received:
    - Prospective adoptive parent (1): \_\_\_\_\_
    - Prospective adoptive parent (2): \_\_\_\_\_
  3. Describe the current psychiatric and psychological health of each prospective adoptive parent, including: a) any current diagnoses (e.g., personality disorder, mental illness); b) any treatment currently being received:
    - Prospective adoptive parent (1): \_\_\_\_\_
    - Prospective adoptive parent (2): \_\_\_\_\_
  4. Are there any illnesses (e.g., hereditary, congenital, mental) in the prospective adoptive parents or their immediate families that may impact them in their ability to care for the child?
    - Prospective adoptive parent (1): \_\_\_\_\_
    - Prospective adoptive parent (2): \_\_\_\_\_
  5. Are either of the prospective adoptive parents infertile?
    - Prospective adoptive parent (1): \_\_\_\_\_
    - Prospective adoptive parent (2): \_\_\_\_\_

6. Please add any other relevant comments concerning the medical history or current health of each prospective adoptive parent:
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_

## E. SOCIAL ENVIRONMENT OF THE PROSPECTIVE ADOPTIVE PARENTS

**Note:** if a "Home Study Report" or similar is attached to this report and covers all the issues set out below, you may simply refer to it and proceed to Section F below.

1. Please briefly describe the financial resources of the prospective adoptive parents, including: income, assets (e.g., savings, properties, monthly budget), any debts:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
2. If applicable, please briefly describe how the prospective adoptive parents plan to finance the costs of the adoption:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
3. What is the current work schedule of each prospective adoptive parent? Are there plans to change it after the adoption? Please specify working hours, days off per year, etc: \_\_\_\_\_
4. Please describe the home of the prospective adoptive parents: \_\_\_\_\_
5. Please describe the prospective adoptive parents' neighbourhood (e.g., rural or urban, schools available, medical care facilities, security): \_\_\_\_\_
6. If applicable, please provide details on the opinion of any children and / or other persons currently living with the prospective adoptive parents concerning the proposed adoption: \_\_\_\_\_
7. If possible, please provide details on the opinion of relatives and friends concerning the proposed adoption: \_\_\_\_\_
8. If the prospective adoptive parents have any pet, please describe the health condition, immunisation history and characteristics of the pet: \_\_\_\_\_

## F. PROSPECTIVE ADOPTIVE PARENTS' REASONS FOR INTERCOUNTRY ADOPTION AND THEIR INTERCOUNTRY ADOPTION PLAN

**Note:** if a "Home Study Report" or similar is attached to this report and covers all the issues set out below, you may simply refer to it and proceed to Section G below.

### Motivation to adopt a child from another country

1. Please provide a brief description of the prospective adoptive parents' reasons for wanting to adopt, and particularly their wish to adopt a child from another country: \_\_\_\_\_

### Counselling and preparation undertaken

2. Have the prospective adoptive parents undergone any counselling in relation to the prospective adoption? \_\_\_\_\_

Have the prospective adoptive parents participated in any training course(s) to prepare for adoption, particularly an *intercountry* adoption? \_\_\_\_\_

If so, please specify whether:

- a) the course(s) was / were general or specific to certain profiles of children or States of origin: \_\_\_\_\_

and / or

- b) whether one or both prospective adoptive parents participated in them: \_\_\_\_\_

### The plan for post-adoption

3. What is the plan for the family adjustment following the adoption (e.g., registration in day care or school, daily routine, parental leave)? \_\_\_\_\_
4. Please describe childcare arrangements which have been (or will be) made and who may be involved (e.g., is someone other than the prospective adoptive parents expected to be a regular caregiver?) \_\_\_\_\_
5. Please specify whether arrangements have been discussed if something should happen to the prospective adoptive parents (e.g., guardianship): \_\_\_\_\_
6. Please describe where it is envisaged that the adopted child will live within the home (e.g., will the adopted child have their own room or share with siblings)? \_\_\_\_\_
7. If there are any other children currently living with the prospective adoptive parents, please explain the prospective adoptive parents' plan for helping the child currently in their care form a relationship with the child they may be adopting? \_\_\_\_\_
8. Please specify what, if any, post-adoption services have been identified to support these prospective adoptive parents, and any child living with the prospective adoptive parents? \_\_\_\_\_

9. If the State of origin is known, how deep is the prospective adoptive parents' knowledge of the culture and social situation in the child's home State? To what extent have they reflected upon this situation? \_\_\_\_\_
10. What is the prospective adoptive parents' plan to integrate the child's cultural and social background into the family life? \_\_\_\_\_
11. What is the prospective adoptive parents' plan to communicate the fact of the adoption and the child's origins to the child? \_\_\_\_\_
12. What is the prospective adoptive parents' attitude towards the possibility of the child maintaining links with their biological family? \_\_\_\_\_
13. How prospective adoptive parent(s) plan to answer any questions the child might have about family types / composition? \_\_\_\_\_

**For an INTRA-FAMILY / RELATIVE ADOPTION, please specify:**

**Description of relationship**

14. What is the legal relationship between the child(ren) and the prospective adoptive parents (e.g., aunt / niece, grandparent / grandchild)?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
15. What kind of relationship do the prospective adoptive parents already have with the child(ren) (e.g., length and nature of time spent together)?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_

**Motivation to adopt the particular child**

16. Please provide a brief description of the prospective adoptive parents' reasons for wishing to adopt the child(ren), and why do they apply for an adoption and not another child protection measure:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
17. If the prospective adoptive parents have already started establishing a parent-child relationship with the child(ren), what successes and challenges have they already encountered?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_

## G. ABILITY OF THE PROSPECTIVE ADOPTIVE PARENTS TO UNDERTAKE AN INTERCOUNTRY ADOPTION

**Note:** if a "Home Study Report" or similar is attached to this report and covers all the issues set out below, you may simply refer to it and proceed to Section H below.

### The personalities of the prospective adoptive parents

1. Please provide a brief description of the personality / character of each prospective adoptive parent:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
2. What is their outlook on life and what are their key values?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
3. What is their capacity to cope with (1) change and (2) stress within the family?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
4. How have they coped with infertility (if applicable)? How have they coped with moving from a project of biological parenthood to a project of adoptive parenthood?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
5. Describe the relationship between the prospective adoptive parents: \_\_\_\_\_
6. Describe the relationship between the prospective adoptive parents and any existing children (if applicable): \_\_\_\_\_

### The parenting skills of the prospective adoptive parents

7. Please provide a brief description of any previous parenting experience of either prospective adoptive parent:
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
8. What is each prospective adoptive parent's understanding of children's needs and development?
  - Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_

9. What is each prospective adoptive parent's vision of their role as a parent?
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
10. What is each prospective adoptive parent's vision of *their partner's role* as a parent?
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
11. What is each prospective adoptive parent's approach to education?
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
12. What is each prospective adoptive parent's expectation regarding raising an adopted child? Explain how they appreciate the different needs of an adopted child:
- Prospective adoptive parent (1): \_\_\_\_\_
  - Prospective adoptive parent (2): \_\_\_\_\_
13. How prepared are the prospective adoptive parents to deal with any issues that may arise after the adoption (*e.g.*, adjustment issues, post-traumatic stress, issues concerning ethnicity and racism, a child's desire to search and contact their birth family members and a child's desire to travel to their country of origin)? What are the prospective adoptive parents understanding of the effects of these issues, in particular racism? \_\_\_\_\_
14. Do the prospective adoptive parents have a support network of persons? \_\_\_\_\_

#### H. CHARACTERISTICS OF THE CHILDREN FOR WHOM THESE PROSPECTIVE ADOPTIVE PARENTS WOULD BE QUALIFIED TO CARE

In light of all the information provided above, please describe, in as much detail as possible, the **characteristics or profile of children** (*e.g.*, children with special medical or other needs; specific culture or ethnicity of the child) for whom these prospective adoptive parents would be qualified and suited to care and why: \_\_\_\_\_

#### I. ADDITIONAL COMMENTS / RECOMMENDATIONS

Please provide any relevant additional comments or recommendations (*e.g.*, comments from referees, medical professionals): \_\_\_\_\_



## J. CHECKLIST OF DOCUMENTS TO ATTACH (as applicable)

Where possible, please attach the following documents to this report:

- Copy of birth certificates of the prospective adoptive parents
- Copy of any marriage certificate / civil registration of relationship of the prospective adoptive parents
- Copy of passports of the prospective adoptive parents
- Proof / certificate of the prospective adoptive parents' habitual residence
- Copy of birth certificates and / or Adoption Order(s) of the prospective adoptive parents' children
- Any decision / certificate / declaration of the prospective adoptive parents' eligibility and suitability to adopt which has been issued by the competent authority / body / person
- Any "Home Study Report" (or similar) on the prospective adoptive parents
- Any Psycho-social Assessment / Report on the prospective adoptive parents
- Certificates / Proof of attendance training / preparation / counselling courses of the prospective adoptive parent(s)
- Photographs of the prospective adoptive parents, any children and / or persons living with them, and their family environment
- Family profile / life story of the prospective adoptive parents
- Any references in support of the prospective adoptive parents
- Any relevant information about the possible guardian(s) of the child, should something happen to the prospective adoptive parents

If disclosure of the following documents is permitted by domestic law (i.e., if the following documents are not confidential), please also attach:

- Application form of the prospective adoptive parents
- Any Medical Report(s) on the prospective adoptive parents and on children and / or persons living with them (or certificate of medical suitability – see *Section D above*)
- Criminal / child protection / other background checks on the prospective adoptive parents
- Proof of financial means of the prospective adoptive parents
- Any post-adoption reports on the prospective adoptive parents' adopted children (if applicable)

**K. CERTIFICATION OF THE AUTHORITY / PERSON AUTHORISED TO COMPLETE THE REPORT**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authority: \_\_\_\_\_

I hereby certify that the present report is true, correct and complete.

Done at \_\_\_\_\_ on \_\_\_\_\_

City, State

Date

Signature / Seal: \_\_\_\_\_

## HCCH - Permanent Bureau

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Hague Conference on Private International Law  
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