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MINISTRY OF JUSTICE OF THE
REPUBLIC OF ARMENIA
HEAD
OF THE CIVIL ACTS REGISTRATION
AGENCY

0078, ք. Երևան, Հալաբյան 41ա, 0078, Yerevan, Halabyan str. 41a

25. 09 2014

N 210979

		REPUBLIKA SLOVENIJA MINISTRSTVO ZA DELO, DRUŽINO, SOCIALNE ZADJEVE IN ENAKE MOŽNOSTI
Prejeto:	13 -10- 2014	Sig. znak: 07164
Vredn:	Priloge:	det.
Številka zadeve:	1201-94/2014/14	

TO THE REPUBLIC OF SLOVENIA
MINISTRY OF LABOUR, FAMILY,
SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES
ACTING DIRECTOR RUZICA BOSKIC
SECRETARY TANJA OBERSKI
(Kotnikova ulica 28, 1000 Ljubljana)

Oberski T.

Dear Ruzika Boskic and Tanja Oberski

The Central Authority for Adoption of the Republic of Armenia expresses its respect towards the Republic of Slovenia.

At the same time we inform that it is possible to adopt a child from the Republic of Armenia according to the Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Inter-country Adoption.

What concerns to the waiting period, we would like to note that after the submission of all relevant documentation, the case of the prospective adoptive parents is being discussed in two months time. After that a positive (it is valid 18 months) or negative (it is valid 1 year) decision is made by the Commission for Adoption of the Republic of Armenia. However we can't provide you clear information on the waiting time of the child, because it depends on what kind of child (the standards) the prospective adoptive parents want to adopt. At the same time we would like to note that there are very few small, healthy children in the the list of the adoptive children. Basically there are from 06 months to 17 years old children who have some health problems, special needs as well as curable problems.

The payable state duty for the registration of adoption is 30.000 AMD (approximately 60 Euro). But there are also other costs such as accommodation, accompanying, translation of the documents needed for adoption, ratification and interpretation costs.

We are sending you the N 269-N Decision of March 18, 2010 of the Government of the Republic of Armenia in which you will find the adoption procedure in details, and the list of the

documents that the prospective adoptive parents should submit is defined by the Articles 7 and 19 of the above-mentioned Decision. All the documents needed for adoption must be translated into Armenian and ratified with Apostille.

Once again the Central Authority for Adoption of the Republic of Armenia expresses its deepest respect towards the Central Authority of the Republic of Slovenia and hopes for the further cooperation.

Appendix 35 sheets

SINCERELY YOURS

A handwritten signature in black ink, appearing to read 'Argam Stepanyan', written in a cursive style.

ARGAM STEPANYAN

**GOVERNMENT OF THE REPUBLIC OF ARMENIA
D E C I S I O N**

No 269-N of 18 March 2010

**ON APPROVING THE PROCEDURE FOR ADOPTION AND THE PROCEDURE FOR
REGISTRATION IN DIPLOMATIC REPRESENTATIONS AND CONSULAR OFFICES OF THE
REPUBLIC OF ARMENIA OF CHILDREN, WHO ARE CITIZENS OF THE REPUBLIC OF
ARMENIA, ADOPTED BY FOREIGN CITIZENS, STATELESS PERSONS AND CITIZENS OF
THE REPUBLIC OF ARMENIA RESIDING OUTSIDE THE REPUBLIC OF ARMENIA; ON
MAKING A SUPPLEMENT TO THE DECISION OF THE GOVERNMENT OF THE REPUBLIC
OF ARMENIA No 1919-N OF 28 NOVEMBER 2002 AND ON REPEALING SEVERAL
DECISIONS OF THE GOVERNMENT OF THE REPUBLIC OF ARMENIA**

Having regard to the requirements of the Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption and the Family Code of the Republic of Armenia, the Government of the Republic of Armenia hereby d e c i d e s:

1. To approve:

(1) the procedure for adoption in accordance with Annex 1;

(2) the procedure for registration in diplomatic representations and consular offices of the Republic of Armenia of children, who are citizens of the Republic of Armenia, adopted by foreign citizens, stateless persons and citizens of the Republic of Armenia residing outside the Republic of Armenia in accordance with Annex 2.

2. To add the following new sub-point (h) to point 9 of the Statute of the Civil Status Acts Registration Agency of the Ministry of Justice of the Republic of Armenia approved upon sub-point (a) to point 2 of the Decision No 1919-N of the Government of the Republic of Armenia of 28 November 2002 "On approving the statute and the structure of the Civil Status Acts Registration Agency of the Ministry of Justice of the Republic of Armenia":

"(h) within the scope of the powers defined by the legislation of the Republic of Armenia, shall exercise the authorities with regard to the implementation of the international treaties of the Republic of Armenia."

3. To repeal the decisions of the Government of the Republic of Armenia No 64 of 12 February 2000 "On approving the procedure for adoption of a child", No 623-N of 21 April 2005 "On approving the procedure for registration in consular offices of the Republic of

Armenia of children, who are citizens of the Republic of Armenia, adopted by foreign citizens and stateless persons”, and No 209-N of 1 February 2007 “On approving the registration procedure of persons willing to adopt children”.

4. This decision shall enter into force on the tenth day following its official publication.

**PRIME MINISTER OF THE REPUBLIC OF ARMENIA
SARGSYAN**

T.

**25 March 2010
Yerevan**

**P R O C E D U R E
FOR ADOPTION**

I. GENERAL PROVISIONS

1. This Procedure defines the relations pertaining to the procedure for registration – in the Republic of Armenia – of children subject to adoption, who are citizens of the Republic of Armenia, for provision of information thereon, for adoption, for registration of citizens of the Republic of Armenia permanently residing in the Republic of Armenia (hereinafter referred to as "citizen of the Republic of Armenia") as well as of foreign citizens, stateless persons (hereinafter referred to as "alien"), citizens of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt a child who is a citizen of the Republic of Armenia.

**II. REGISTRATION OF CHILDREN SUBJECT TO ADOPTION WHO ARE CITIZENS OF THE
REPUBLIC OF ARMENIA**

2. Children shall be registered as children subject to adoption where legal grounds for the adoption thereof provided for by the legislation of the Republic of Armenia have emerged.

3. Registration of children subject to adoption shall be carried out by the staffs of Marzpetarans (by the staff of the Yerevan Municipality – in the city of Yerevan) of the actual place of location thereof (hereinafter referred to as "the Staff") through the divisions for the protection of family, women's and children's rights within their respective structural units.

(Point 3 supplemented by No 302-N of 07 March 2013)

4. Within three working days following the registration, the Staff shall compile the child's personal file based on the personal card (Form No 1) of the child subject to adoption, which includes information on the biography, ethnic origin, social environment, family history, health, as well as illnesses, medical examinations, observations, diseases, treatment, current health state and special needs of the child, consent of the parent (parents) given for adoption as provided for by the legislation of the Republic of Armenia; the photocopied version thereof shall be sent to the Ministry of Labour and Social Affairs of the Republic of Armenia (hereinafter referred to as "the Ministry") with the purpose of centralised registration.

Children shall also be registered as children subject to adoption where the consent of parents for their adoption is available, when the step-father, step-mother, his or her relatives or other persons willing to adopt have expressed willingness to adopt the child.

(Point 4 supplemented by No 302-N of 07 March 2013)

5. The Ministry shall carry out the centralised registration of the child subject to adoption within three working days and inform (Form No 2) the Staff thereon.

6. After three months following the centralised registration, the Ministry shall send one photocopy of the personal file of the child together with the information on registration to the Ministry of Justice of the Republic of Armenia, which – as provided for by the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption – is the central body appointed by the Government of the Republic of Armenia (hereinafter referred to as "the Central Body").

III. REGISTRATION OF CITIZENS OF THE REPUBLIC OF ARMENIA PERMANENTLY RESIDING IN THE REPUBLIC OF ARMENIA WILLING TO ADOPT A CHILD WHO IS A CITIZEN OF THE REPUBLIC OF ARMENIA

7. With a view to be registered as persons willing to adopt, citizens of the Republic of Armenia residing permanently in the territory of the Republic of Armenia shall file an application (Form No 3) – personally or through an authorised person – to the Staff of their place of residence, by submitting the following documents and copies thereof:

(1) identification document;

(2) statement on information on housing conditions, issued from the place of residence;

(3) statement on information on family composition, issued from the place of residence;

(4) statement on information on the position occupied, salary, and other incomes;

(5) personal recommendation on the proper conduct of the person, provided by an organisation or by at least three persons;

(6) medical paper certifying that the person willing to adopt a child is not suffering from any of the diseases included in the list approved upon the Decision of the Government of the Republic of Armenia No 517-N of 5 May 2005;

(7) copy of marriage certificate (if married);

(8) the written consent of the other spouse in case the child is adopted by one of the spouses, with the exception of cases when the spouses have terminated marital relations, do not live jointly for more than a year, and the place of residence of the other spouse is unknown;

(9) statement on information on absence of criminal record, at the time of adoption, for grave or particularly grave crime against human beings or public order and morality.

8. Within a one-month period after receiving the documents provided for in point 7 of this Procedure, the Staff shall carry out a home study of the person, draw up a relevant report, and issue a positive or negative opinion on the eligibility for adoption.

9. In case the information required in the documents provided for in point 7 of this Procedure is complete and accurate and in case of absence of grounds – provided for by law – which prohibit adoption, the Staff, based on the home study report, shall issue a positive opinion that shall be in force for twelve months from the date of issuance. Based on the positive opinion, the applicant shall be registered as a person willing to adopt, within three working days.

10. In case the information required in the documents provided for in point 7 of this Procedure is not complete or if other inaccuracies are detected therein, the Staff shall recommend in writing to submit the required information or correct the inaccuracies in the submitted documents within a thirty-day period.

11. The Staff shall issue a negative opinion on the eligibility to adopt a child (which shall be in force within one year after the date of issuance):

(1) in case the person willing to adopt a child fails to eliminate inaccuracies in the required documents within the period defined by point 10 of this Procedure;

(2) based on the information received on features negatively characterising the person willing to adopt;

(3) based on the home study report of the person;

(4) in case the application of the person willing to adopt is ill-founded;

(5) in cases provided for by law that prohibit adoption.

12. In case of a negative opinion, the Staff shall notify the applicant in writing within three working days.

13. The Staff shall fill in a personal card for the registered person willing to adopt (Form No 4), in two copies, and shall compile a personal file thereon based on the positive opinion issued by it, personal card of the person willing to adopt, documents submitted by him or her, and the home study report of the person.

14. The numbering of the personal file shall start with number "1" and shall continue consecutively during the year.

15. Information on the person willing to adopt (name, last name, patronymic name, place of residence, number of personal file) shall be registered in the register or through the electronic information system.

16. Within three working days, the Staff shall send to the Ministry the photocopy of the personal file of the person willing to adopt, with a view to carry out centralised registration.

17. The Ministry shall carry out centralised registration of the person willing to adopt, based on the personal file received from the Staff, and within three working days shall notify in writing (Form No 5) the Staff and the person willing to adopt.

18. The person willing to adopt shall be removed from the register:

(1) upon his or her application;

(2) upon expiry of the twelve-month period following the issuance of a positive opinion;

(3) upon adoption of a child (if he or she has adopted the number of children specified in the application);

(4) upon establishing residence outside of the Republic of Armenia;

(5) upon emergence of any of the grounds provided for in part 1 of Article 116 of the Family Code of the Republic of Armenia.

IV. REGISTRATION OF ALIENS AND CITIZENS OF THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA WILLING TO ADOPT A CHILD WHO IS A CITIZEN OF THE REPUBLIC OF ARMENIA

19. Aliens and citizens of the Republic of Armenia residing outside of the Republic of Armenia – residing in the member states of the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption (hereinafter referred to as “the Convention”) – willing to adopt a child shall apply to the Central Body of the respective country to be registered as a person willing to adopt, by submitting documents specified in point 7 of this Procedure, the home study report of the person willing to adopt, as well as the consent or recommendation of the competent authority of the given country on the registration in the Republic of Armenia as a person willing to adopt.

20. Aliens and citizens of the Republic of Armenia residing outside of the Republic of Armenia – residing in non-member states of the Convention – willing to adopt shall, personally or through an authorised person or through a diplomatic representation or consular office of the Republic of Armenia in the given country, apply to the Central Body with the purpose to be registered as a person willing to adopt, by means of submitting the documents provided for in point 7 of this Procedure, as well as the consent or recommendation on being registered as a person willing to adopt in the Republic of Armenia, issued by the competent authority of the country of their permanent residence, the home study report of the person willing to adopt and a statement of obligation for control over the living conditions of the child to be adopted subsequently, issued by the competent authority of their country.

21. The documents required for adoption shall be submitted in their original in the manner defined by the international treaties of the Republic of Armenia and in the Armenian translation certified in the manner defined by the legislation of the Republic of Armenia.

22. In cases provided for by Article 19 of this Procedure, documents of an alien or of a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt, received by the central body of the host country and the report provided for by Article 15 of the Convention and, in cases provided for by Article 20 of this Procedure, the documents submitted by the person willing to adopt shall be examined by the Central Body

within fifteen working days for verifying the completeness of the required information and documents.

(Point 22 amended by No 302-N of 07 March 2013)

23. In case the documents on adoption provided for in points 7, 19 and 20 of this Procedure are incomplete or inaccuracies are detected therein, the Central Body shall recommend the central body of the host country or the alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia to eliminate the deficiencies and submit the required documents within a sixty-day period.

24. The examination of the documents on adoption shall be carried out by the inter-agency working group established upon the order of the head of the Central Body (hereinafter referred to as "Working Group") the membership composition whereof shall comprise representatives from the Ministry of Justice of the Republic of Armenia, the Ministry of Labour and Social Affairs of the Republic of Armenia, the Ministry of Health of the Republic of Armenia, the Ministry of Foreign Affairs of the Republic of Armenia and the Police of the Republic of Armenia adjunct to the Government of the Republic of Armenia (hereinafter referred to as the "Police"). The rules of procedure of the Working Group shall be approved by the head of the Central Body.

(Point 24 edited by No 302-N of 07 March 2013)

25. Based on the recommendations of the Working Group, the Central Body shall — within a one-month period — issue a positive or a negative opinion on eligibility for adoption and shall inform in writing to the central body of the respective country or to the applicant. The form of the opinion on eligibility for adoption shall be approved by the head of the Central Body.

(Point 25 edited by No 302-N of 07 March 2013)

26. In case of issuing a positive opinion on the eligibility for child adoption, which shall be in force for a period of eighteen months from the date of issuance, the Central Body shall, within three working days, send to the Ministry the documents pertaining to the person willing to adopt and one copy of the positive opinion, for the purpose of carrying out centralised registration.

(Point 26 amended by No-302-N of 07 March 2013)

27. The Central Body shall issue a negative opinion (which shall be in force within one year after the date of the issuance):

(1) in case the central body of the host country, or the alien or the citizen of the Republic of Armenia, residing outside of the Republic of Armenia, willing to adopt fails to

ensure the completeness and to eliminate the deficiencies of the required documents, within the period defined in point 23 of this Procedure;

(2) on the basis of the received information on features negatively characterising the person willing to adopt;

(3) in case the application of the person willing to adopt is ill-founded;

(4) in other cases provided for by the legislation of the Republic of Armenia.

(Point 27 amended by No 302-N of 07 March 2013)

28. Based on the documents received from the Central Body, the Ministry shall carry out centralised registration and fill in a personal card (Form No 4), in two copies, for the alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt.

(Point 28 amended by No 302-N of 07 March 2013)

29. The Ministry shall compile a personal file based on the positive opinion, the personal card of the alien or the citizen of the Republic of Armenia residing outside the Republic of Armenia and the documents submitted by him or her.

30. The numbering of the personal file shall start with number "1" and shall continue consecutively during the year.

31. The information contained in the personal file (name, last name, patronymic name, place of residence, number of personal file) shall be registered in the register or through the electronic information system.

32. The Ministry shall notify (Form No 6) the Central Body on the registration within three working days after the registration.

(Point 32 amended by No 302-N of 07 March 2013)

33. Together with the statement on information provided for by point 32 of this Procedure, the Ministry shall send to the Central Body the personal file of the registered alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt.

34. The person willing to adopt shall be taken off the register in cases provided for in point 18 of this Procedure (except for in sub-point 4 of point 18), as well as in case of changing the country of his or her permanent residence.

V. PROVISION OF INFORMATION ON CHILDREN SUBJECT TO ADOPTION WHO ARE
CITIZENS OF THE REPUBLIC OF ARMENIA

35. Citizens of the Republic of Armenia willing to adopt, who are registered for receiving information on children subject to adoption, shall apply to the Staff of their place of residence or to the Ministry, and the registered citizens of the Republic of Armenia residing outside of the Republic of Armenia and aliens shall apply to the Central Body.

36. Registered citizens of the Republic of Armenia, citizens of the Republic of Armenia residing outside of the Republic of Armenia and aliens willing to adopt may get acquainted with the personal files of the children to select a child with the preferred criteria.

37. In case of refusing to adopt a child who is subject to adoption – based on the information provided – the person willing to adopt shall not be taken off the register.

38. (Point 38 repealed by No 302-N of 07 March 2013)

39. In cases when the step-father, step-mother or relatives of a child residing outside of the Republic of Armenia have expressed willingness to adopt the child or when a written agreement exists between the parents of the child and the person (persons) willing to adopt in the manner provided for by the legislation of the Republic of Armenia, the Ministry shall, within a period of three working days after the centralised registration of the child for the purpose of adoption, send to the Central Body a photocopied version of the personal file of the given child. In that case, information on the child subject to adoption shall not be provided to other persons. Where the person willing to adopt refuses to adopt the given child, the child shall be taken off the register.

(Point 39 amended by No 302-N of 07 March 2013)

40. If the registered person willing to adopt selects a child subject to adoption, the Staff, in cases provided for in Chapter III of this Procedure, or the Central Body, in cases provided for in Chapter IV of this Procedure, shall notify the Ministry thereon and, if no other person has expressed willingness to adopt the selected child, shall organise a meeting of the child subject to adoption with the person willing to adopt.

41. Within one day after receiving information provided for by point 40 of this Procedure, the Ministry ceases the provision of information about the child subject to adoption.

42. If more than one citizen of the Republic of Armenia willing to adopt have expressed willingness to adopt the same child subject to adoption, the meeting of the child with the first person shall be organised according to the sequence of their applications. A meeting of the child with the other person willing to adopt shall be organised in case where the first person has not expressed willingness to adopt the given child within fifteen days.

43. If the registered citizen of the Republic of Armenia, the registered citizen of the Republic of Armenia residing outside of the Republic of Armenia or the registered alien willing to adopt have applied with a willingness to adopt the same child during the same period of time (within seven working days from the moment of application), the priority for meeting with the child shall be given to the citizen of the Republic of Armenia willing to adopt.

44. The meeting of a child with an alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt shall be organised in case when the citizen of the Republic of Armenia willing to adopt has not expressed willingness to adopt the child within fifteen days after the meeting.

VI. ADOPTION OF CHILDREN SUBJECT TO ADOPTION WHO ARE CITIZENS OF THE REPUBLIC OF ARMENIA BY THE CITIZENS OF THE REPUBLIC OF ARMENIA

45. When selecting a child subject to adoption, a citizen of the Republic of Armenia willing to adopt shall apply to the Staff of his or her place of residence, which shall send the inquiry (notification) (Form No 7) on the child subject to adoption to the Ministry within two working days.

46. After carrying out respective examination (availability of other applications on adoption, etc.), the Ministry shall inform the Staff – within three working days – on the eligibility for adoption; whereas in case of issuing a positive response, the Ministry shall also cease – within one day – the provision of information on the child subject to adoption to other bodies or persons willing to adopt.

VII. ADOPTION OF CHILDREN SUBJECT TO ADOPTION WHO ARE CITIZENS OF THE
REPUBLIC OF ARMENIA BY ALIENS OR BY CITIZENS OF THE REPUBLIC OF ARMENIA
RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA

47. An alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt shall apply to the Central Body in case of selecting a child subject to adoption, and the Central Body shall inform thereon in writing to the Ministry within three working days.

A statement shall be submitted together with the application in accordance with Form No 3.1 on the existence or absence of changes in the information submitted under sub-points 2-4, 6 and 9 of point 7 of this Procedure, as well as on the change of the marital status.

(Point 47 supplemented by No 302-N of 07 March 2013)

48. After carrying out the respective examination (existence of other applications on adoption, etc.), the Ministry shall suspend the provision of information on the child to other persons or bodies willing to adopt. The Ministry shall arrange the meeting of the child subject to adoption with the person willing to adopt through the children's home (irrespective of the legal organisational form). In case of a changed status of the child subject to adoption, the Ministry shall immediately inform the Central Body. The Central Body shall inform the Ministry in case of termination of the adoption process based on the information received from the Ministry. The Ministry shall make a respective record in the registration information system based on the information received.

(Point 48 edited by No 302-N of 07 March 2013)

49. If more than one alien or citizen of the Republic of Armenia residing outside of the Republic of Armenia have expressed willingness to adopt the same child subject to adoption, their meeting with the child shall be organised in the sequence provided for in point 42 of this Procedure, whereon the Ministry shall immediately inform the Central Body.

(Point 49 supplemented by No 302-N of 07 March 2013)

50. The Central Body — within three working days — shall send the copies of the personal file of the child and copies of other required documents to the Police, which shall inform in writing on the results of the respective examination to the Central Body within ten working days.

In case of a negative opinion of the Police, the Central Body may, in the result of discussion, suspend the process of adoption by informing the Ministry.

(Point 50 edited by No 302-N of 07 March 2013)

51. The Central Body shall — within three working days — send to the Staff of the Government of the Republic of Armenia the opinion of the Police on the appropriateness of adoption of the child together with the Armenian translations of the identification document, marriage certificate (if married) of an alien or of a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt, copies of the positive opinion on the eligibility for adopting a child, who is a citizen of the Republic of Armenia, and the photocopied version of the personal file of the child subject to adoption and the statement of information on the centralised registration.

(Point 51 edited by No 302-N of 07 March 2013)

52. In case of giving permission for (preliminary consent) or declining the adoption upon the decision of the Government of the Republic of Armenia, the Staff of the Government of the Republic of Armenia shall notify the Central Body within three working days, sending back also all the received documents.

53. Based on a court judgment on adoption having entered into legal force, after registering the adoption record in bodies of civil status registration, an alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia shall submit the following to the Central Body – together with the application – for the purpose of receiving a certificate defined by Article 23 of the Convention:

- (1) court judgment on adoption entered into legal force (copy);
- (2) birth and adoption certificates of the child (copies);
- (3) copies of identification documents of the adopter (adopters).

54. Within three working days after receiving the application, the Central Body shall issue a certificate attesting intercountry adoption (Form No 8).

VIII. FINAL PROVISIONS

55. All the applications provided for by this Procedure shall be submitted in writing.

56. Within three working days after registering the adoption of a child adopted by citizens of the Republic of Armenia, by aliens and citizens of the Republic of Armenia residing outside of the Republic of Armenia, the territorial division of the Civil Status Registration Body of the Republic of Armenia shall send the photocopies of the court judgment on adoption having entered into legal force, of the identification documents of the adopter (adopters), and the copy of registration of the adoption record to the Ministry.

57. After adoption of the child or after expiry of the positive opinion on the eligibility for adoption, personal files shall be kept in the manner prescribed by the legislation of the Republic of Armenia.

58. After expiry of the positive opinion on the eligibility for adoption, upon the request of an alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia, the Armenian translations of his or her passport, certificates of registration of civil status acts as well as the originals of other documents valid at the moment of application may be returned, while the copies shall be kept in the file and only the documents provided for in sub-points 4, 6, 9 of point 7 of this Procedure shall be submitted for the acquisition of a new opinion, where the other previously sent documents are valid and the information has not been changed.

(Point 58 supplemented by No 302-N of 07 March 2013)

59. The Staff, in cases provided for in Chapter 3 of this Procedure, or the Central Body, in cases provided for in Chapter 4 of this Procedure, shall issue one copy of opinion on adoption within three working days, based on the application of the person willing to adopt, while in case the opinion is lost, rendered unfit for use and in other cases the copy of the opinion shall be provided based on the application thereof.

(Point 59 amended, supplemented by No 302-N of 07 March 2013)

60. For the purpose of being registered as a person willing to adopt, an alien permanently residing in the Republic of Armenia shall apply to the Central Body, by submitting documents provided for by point 7 of this Procedure and the permission or the letter of recommendation of the competent authority of the given country (whereof the person is a citizen) on registration in the Republic of Armenia as a person willing to adopt.

61. An alien permanently residing in the Republic of Armenia may submit the documents defined in sub-points 2-6 of point 7, point 8 of this Procedure, provided by competent authorities of the Republic of Armenia.

(Point 61 supplemented by No 302-N of 07 March 2013)

62. The citizens of the Republic of Armenia, in cases provided for in Chapter 6 of this Procedure, and the aliens or citizens of the Republic of Armenia residing outside of the Republic of Armenia as well as aliens permanently residing in the Republic of Armenia, in cases provided for in Chapter 7 of this Procedure, shall apply to the court of general jurisdiction of the place of residence (place of location) of the child with a view to obtain the

approval of the adoption in accordance with the requirements of the Civil Code of the Republic of Armenia.

63. To adopt a child from a foreign state which is a party to the Convention, citizens of the Republic of Armenia shall apply to the Central Body after having been registered according to this Procedure.

64. The Central Body shall — once in every year up to the expiry of five years of adoption — apply to the competent authority of the relevant state for the purpose of receiving information on the life conditions of the child adopted to a foreign state.

(Point 64 supplemented by No 302-N of 07 March 2013)

**CHIEF OF STAFF
OF THE GOVERNMENT
OF THE REPUBLIC OF ARMENIA**

D. SARGSYAN

**PERSONAL CARD
OF A CHILD SUBJECT TO ADOPTION**

Photo _____

_____ (date)

_____ (title of the division)

Information on the child _____

_____ (first name, patronymic name, last name)

Gender _____

Date of birth _____

Nationality _____

Which care and protection facility was the child accepted at and when? _____

_____ (please, note the name of the facility and time of acceptance)

Social status: bereaved of parents, left without parental care, foundling (underline)

Place of birth _____

Birth certificate _____

_____ (serial number, date of issue, issuing authority)

Particulars of the child _____

_____ (height, weight, colour of eyes, colour of hair, other specific features)

Characteristic features _____

_____ (communicable, reserved, etc.)

Place of residence (location) _____

Medical opinion on the state of health _____

Information about parents, as of the date of filling in this form:

Mother _____
(first name, patronymic name, last name)

Date of birth _____ Nationality _____

Place of residence _____

Social statement _____
(place of work,

state of health: normal, chronic sick, disabled)

Father _____
(first name, patronymic name, last name)

Date of birth _____ Nationality _____

Place of residence _____

Social statement _____
(place of work,

state of health: normal, chronic sick, disabled).

Siblings, other relatives _____
(first names, patronymic names, last names,

places of residence)

Legal grounds for adoption _____
(death certificate (certificates) of a parent (parents),

act on the child being foundling, court judgment on depriving parents of parental rights, written consent for adoption, etc.)

Additional information

(first name, last name)

(signature)

(date)

Seal

STATEMENT ON INFORMATION
ON THE CHILD SUBJECT TO ADOPTION

This is to certify that _____
(name, patronymic name, last name)

Born _____ in _____
(date of birth) (place of birth)

Residing in _____
(place of residence, place of location)

Registered in the Personal Card No _____ of _____
(date)

By _____ of the staff of _____
(title of the division)

marzpetaran of the Republic of Armenia (of the staff of the Yerevan Municipality - in the city of Yerevan), as a child subject to adoption, is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on _____
(date)

Centralised registration number _____

(first name, last name)

(signature)

(date)

Seal

_____ (specify the name of authority
_____ to which the application is submitted)
From citizen _____
(first name, patronymic name, last name)

Residing in _____

Identification document _____ (name

serial number, date of issue, issued by)

APPLICATION

I, _____
(first name, patronymic name, last name)
Gender _____ Date of birth _____

Citizenship _____
Nationality _____
Place of birth _____
Religion _____
Place of residence _____

Place of work (position) _____

Marital status _____
(married, single, etc.)

State of health _____
(normal, chronic sick, disabled, etc.)

I express my willingness to adopt _____

(gender, age, number, appearance and other
particulars of the desired child)

I provide additional information about myself _____

I submit the following documents:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ (first name, last name) _____ (signature)

_____ (date)

_____ (specify the name of authority

_____ to which the application is submitted)

Applicant _____
(first name, patronymic name, last name)

**DECLARATION
OF THE PERSON WILLING TO ADOPT**

In accordance with point 47 of the Procedure on adoption approved by the Decision of the Government of the Republic of Armenia No 269-N of 18 March 2010, I hereby inform of the changes in the information submitted regarding myself:

Housing conditions _____

Family composition _____

Marital status _____
(married, single, etc.)

Position occupied, salary and other income _____

Diseases included in the list approved by the Decision of the Government of the Republic of Armenia No 517-N of 5 May 2005 _____

Conviction _____

Additional information _____

Applicant _____
(first name, last name)

(signature)

(date)

(Form supplemented by No 302-N of 07 March 2013)

PERSONAL CARD No _____
OF THE PERSON WILLING TO ADOPT

(date)

(title of the division)

Information about the person (as of the date of filling in the form): _____

(first name, patronymic name, last name)

Gender _____ Date of birth _____

Citizenship _____

Nationality _____

Place of birth _____

Identification document _____

(title, serial number, date of issue, issued by)

Place of residence _____

Place of work (position) _____

Marital status _____

(married, single, etc.)

State of health _____

(normal, chronic sick, disabled, etc.)

Information about the desired child _____

(gender, age, number, appearance and other

particulars)

Additional information _____

(first name, last name)

(signature)

(date)

Seal

**STATEMENT ON INFORMATION
ON THE PERSON WILLING TO ADOPT**

This is to certify that _____
(first name, patronymic name, last name)

Born _____ in _____
(date of birth) (place of birth)

Residing in _____
(place of residence)

Registered in the Personal Card No _____ of _____
(date)

By _____ of the staff of _____
(title of the division)

marzpetaran of the Republic of Armenia (of the staff of the Yerevan Municipality – in the city of Yerevan) is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on _____
(date)

Centralised registration number _____

(first name, last name)

(signature)

(date)

Seal

**STATEMENT ON INFORMATION
ON THE PERSON WILLING TO ADOPT**

This is to certify that _____
(first name, patronymic name, last name)

Citizen _____

Born _____
(date)

Residing in _____
(place of residence)

Having received the positive opinion _____ by the Central Body, is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on _____
(date)

Centralised registration number _____

(first name, last name)

(signature)

(date)

Seal

(Form amended by No 302-N of 07 March 2013)

INQUIRY (NOTIFICATION)

This is to certify that _____
(first name, patronymic name, last name)

Born _____ in _____
(date of birth) (place of birth)

Residing in _____
(place of residence, place of location)

Registered in the Personal Card No _____ of _____
(date)

by _____ of the staff of _____
(title of the division)

marzpetaran of the Republic of Armenia (of the staff of the Yerevan Municipality – in the city of Yerevan), as a child subject to adoption, is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on _____
(date)

Centralised registration number: _____

Willingness to adopt has been expressed by: _____
(first name, patronymic name, last name)

Centralised registration number: _____

Please, examine and inform on the eligibility for adoption.

(first name, last name)

(signature)

(date)

Seal

**CERTIFICATE
ATTESTING INTERCOUNTRY ADOPTION**

In accordance with Article 23 of the Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption of 29 May 1993:

1. The Central Body

_____ (title and place of location of the competent authority of the country of adoption)

2. Attests that the child

Last name _____

First name _____

Gender _____

Date of birth: day _____ month _____ year _____

3. Has been adopted in accordance with the decision of the following competent authority

_____ (day, month, year of the decision.)

_____ (day, month, year of entry into force of the decision)

4. By the following persons

(1) Adopting father

Last name _____

First name _____

Date of birth: day _____ month _____ year _____

Place of permanent residence at the time of adoption _____

(2) Adopting mother

Last name _____

First name _____

Date of birth: day _____ month _____ year _____

Place of permanent residence at the time of adoption _____

5. The Central Body certifies that the adoption has been made in accordance with the Convention, and the consents defined in sub-point (c) of Article 17 have been provided

(1) Title and place of location of the central competent authority of the country of origin

(2) Title and place of location of the central competent authority of the host country

(first name, last name)

(signature)

(date)

Seal

(Annex supplemented, amended, edited by No 302-N of 07 March 2013)

PROCEDURE

**FOR REGISTRATION IN DIPLOMATIC REPRESENTATIONS OR CONSULAR OFFICES OF
THE REPUBLIC OF ARMENIA OF A CHILD, WHO IS A CITIZEN OF THE REPUBLIC OF
ARMENIA, ADOPTED BY FOREIGN CITIZENS, STATELESS PERSONS AND CITIZENS OF
THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA**

1. This Procedure defines the relations with regard to registration in diplomatic representations and consular offices of the Republic of Armenia of children, who are citizens of the Republic of Armenia, adopted by foreign citizens, stateless persons and citizens of the Republic of Armenia residing outside of the Republic of Armenia (hereinafter referred to as “adopters”).

2. The registration of a child, who is a citizen of the Republic of Armenia, adopted by adopters shall be carried out by the diplomatic representation or the consular office of the Republic of Armenia located in the place of permanent residence of adopters (hereinafter referred to as “consular office”).

3. In case there is no consular office within the place of permanent residence of adopters, the registration of the adopted child, who is a citizen of the Republic of Armenia, shall be carried out by the Ministry of Foreign Affairs of the Republic of Armenia.

4. Within three working days after the registration of adoption of a child, who is a citizen of the Republic of Armenia, adopted by adopters, the territorial division of the Civil Status Registration Body of the Republic of Armenia (hereinafter referred to as “the CSRB”) shall send the copies of the judgment on adoption entered into legal force and the registration of the adoption record as well as the statement on information on the registration of the adoption record to the Ministry of Justice of the Republic of Armenia which is the Central Body (hereinafter referred to as “the Central Body”) appointed by the Government of the

Republic of Armenia as provided for by the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption.

5. Based on the documents received from the CSRB, the Central Body shall make a relevant registration in the register (Form No 9) or through the electronic information system – within three working days – with a view to implement the commitments provided for by the legislation of the Republic of Armenia and by the international treaties of the Republic of Armenia, and shall send the copies of the documents provided for by point 4 of this Procedure to the Ministry of Foreign Affairs of the Republic of Armenia for the latter to exercise the powers provided for by the legislation of the Republic of Armenia for the protection of the rights and interests of children.

6. The Ministry of Foreign Affairs of the Republic of Armenia shall send the information on the adopted child, who is a citizen of the Republic of Armenia, to the consular office located within the place of permanent residence of adopters.

7. The consular office shall carry out the registration of the adopted child, who is a citizen of the Republic of Armenia, in the register (Form No 9) or through the electronic information system within three working days after having received the information on adoption.

8. The consular office shall submit any information received on the adopted child as provided for by the international treaties of the Republic of Armenia and by the legislation of the Republic of Armenia to the Foreign Ministry of the Republic of Armenia, within three working days.

9. The consular office – and in case of the absence thereof, the Ministry of Foreign Affairs of the Republic of Armenia – shall notify the competent authority of the foreign state on the fact of adoption of a child, who is a citizen of the Republic of Armenia, by adopters permanently residing in the given state and on the provisions of this Procedure for the purpose of protecting the rights and interests of the adopted child as provided for by part 3 of Article 150 of the Family Code of the Republic of Armenia.

**CHIEF OF STAFF OF THE GOVERNMENT
OF THE REPUBLIC OF ARMENIA**

D. SARGSYAN

REGISTER

OF CHILDREN, WHO ARE CITIZENS OF THE REPUBLIC OF ARMENIA, ADOPTED BY FOREIGN CITIZENS, STATELESS PERSONS AND
CITIZENS OF THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA

Number and time of registration	First name, patronymic name, last name of the adopted child prior to the adoption	2	Date and place of birth of the adopted child	3	First name, patronymic name and last name of the adopted child after the adoption	4	Time and place of registering the adoption	5	First names, patronymic names, last names of adopters	6	Citizenship, places of residence and work, telephone numbers, e-mail addresses of adopters	7	Time of receiving information on the state of health and life conditions of the adopted child	8	Note	9
1																