

SCHEDULE XXVII
[See regulation 10(4)]

FORMAT OF MINUTES OF THE ADOPTION COMMITTEE
IN CASE OF IN-COUNTRY ADOPTION

Name and Address of the Specialised Adoption Agency:

1. Following are the members of the Adoption Committee as per sub-regulation 4 of regulation 10 of the Adoption Regulations notified by Central Government.

Ser No	Name	Designation
(1)		
(2)		
(3)		

[In case of adoption through Specialised Adoption Agency-Child Care Institution linkage, the members would be in accordance with regulation 58 (8) of the Adoption Regulations. The quorum of the Committee shall be as per para 10 (5) of the regulations]

2. The undersigned members of the Committee have scrutinised all requisite documents (attested/notarised) required for filing adoption application in the Court as mentioned below:
 - (1) Current family photograph/Photograph of person adopting a child.
 - (2) PAN Card of the parents.
 - (3) Birth certificate/Proof date of birth of the parents (In case of married couple, upload Birth Certificate of both the applicants).
 - (4) Proof of residence (aadhar card/ voter card/ passport/current electricity bill/telephone bill).
 - (5) Proof of income of last year (salary slip/income certificate issued by Govt. department/income tax return).
 - (6) Certificate from a medical practitioner certifying that the prospective adoptive parents do not suffer from any chronic, contagious or fatal disease and they are fit to adopt (In case of married couple, upload Medical Certificate of both the applicants).
 - (7) Marriage certificate/Divorce Decree/Declaration from the competent court or affidavit on oath pertaining to divorce in case of divorce governed by personal law where decree of divorce is not mandatory/Death certificate of spouse whichever is applicable.
 - (8) Two reference letters from acquaintances or relatives in support of adoption.

- (9) Copy of divorce decree/Declaration from the competent court or affidavit on oath pertaining to divorce in case of divorce governed by personal law where decree of divorce is not mandatory/death certificate of the spouse (if applicable).
- (10) Copy of consent of the older child/children in the family (if more than 5 years).

3. Decision of the Adoption Committee.

- (1) It has been decided by the Committee that the Prospective Adoptive Parents.....

 having Registration No have been considered suitable to adopt the child (Date of Birth.....)
 having Registration No
- (2) In case the prospective adoptive parents are not considered suitable, reasons for the same:

(.....) (.....) (.....)
Member 1 **Member 2** **Member 3**
 (Name and Designation) (Name and Designation) (Name and Designation)
