



**ADOPTION BOARD  
48 DUKE STREET  
KINGSTON  
JAMAICA WEST INDIES  
TELEPHONE: 922 1751**

**Dear Applicant:**

**Guidelines for Adoption Application in Jamaica (Form A)**

The guidelines below are intended to assist you with the completion of your application to adopt a child in Jamaica. Please note that an application form is to be completed for each child to be adopted. All original or notarized documents are required. **Failure to provide all the necessary documents at the time of submitting your application will result in the application being returned to you by registered mail.**

Note 1

**GENERAL**

- 1.1. **Adoption is the** process by which a child's biological parental rights are transferred to the adopted parents. Persons who complete the adoption of children become the legal parents of the child they have adopted and all the legal rights of the biological parents are transferred permanently to the adoptive parents.
- 1.2. **The Adoption Board is the only body that has responsibility for adoption of children in Jamaica. The Child Development Agency (CDA) prepares and processes all applications for presentation to the Adoption Board for their consideration.**
- 1.3. **There is no cost for application forms or for any of the services provided by the CDA in the processing of an adoption application. However, the CDA and the Adoption Board are not responsible for any costs incurred in obtaining home studies, DNA tests, medical reports or police reports etc.**
- 1.4. **USA applicants are advised not to file an adoption petition in the USA until the adoption process in Jamaica has been finalized by the granting of an Adoption Order or Licence in a Jamaican Court.**
- 1.5. **All overseas applicant(s) who wish to adopt a child from Jamaica is advised to first obtain information from the immigration directorate in their country about the immigration requirements to bring in an adopted child from Jamaica.**

1.6. **US citizens can only qualify for two adoption petitions in America. These are:-**

- 1) **I600 (Orphan)**
- 2) **I -130 (Alien Relative)**

Applicants are advised to consult with Immigration for further advice as to these petitions before submitting an application to adopt a child in Jamaica.

1.7. **An adoption order or licence can only be granted if:**

1.7.1 You are (in the case of two applicants, at least one of you is) domiciled in the list of scheduled country in *The Children (Adoption Of) Act*. Scheduled countries are: USA, Sweden, Denmark, UK, Canada and other Commonwealth countries.

1.7.2 ‘Domicile’ is normally taken to mean the place where you have your permanent home. However, as per *The Children (Adoption Of) Act*, domicile may also be where you are born. Your Adoption Officer can clarify any queries you might have regarding this stipulation.

1.8 **There are two processes in Jamaica to Adopt a child**

- (i) Application for an Adoption Order. An Adoption Order provides for the completion of an adoption in Jamaica. Persons who live overseas may be granted an adoption order if they can show ties to Jamaica. For example, if you were born in Jamaica, if you have visited the island frequently to visit family etc., if you have title to property in Jamaica, or maintain an account in a Jamaican financial institution. Your Adoption Officer can provide guidance as to whether or not you can qualify for an Adoption Order, if you are unsure of your suitability.
- (ii) Application for a Licence. This type of application is where the applicant, though a citizen of a scheduled country, does not meet the requirement to be granted an Adoption Order. The application is submitted to the Child Development Agency who submits the requisite documentation to the Adoption Board for consideration. If the Board approves the application, the matter is put before the court and if the license is granted, the applicant is allowed to take the child overseas and complete the adoption.

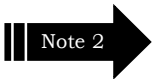
1.9 **Children who go overseas on a Licence**

1.9.1 The Licence gives prospective adoptive parents the right to take the child with them to the country where they reside.

1.9.2 This Licence should be kept for immigration purposes.

1.9.3 The Licence requires that with the child’s arrival in the adopter’s country, the adopter has a responsibility to notify the social work agency who will be supervising the placement immediately upon the child’s arrival in that country.

- 1.9.4 It is expected that the necessary placement reports will be submitted at the required intervals as stated on the Licence to the Child Development Agency in Jamaica.
- 1.9.5 The adoption must be completed within two years. If the time expires, and the adoption is not completed, the process must be restarted. Neither the Child Development Agency nor the Adoption Board has any powers under the Act to grant any extensions to the period of the Licence.
- 1.9.6 A child who goes overseas on a Licence keeps their original identity until they are adopted by the applicant.
- 1.9.7 A written notarized statement should be signed by the proposed adopter(s) agreeing to inform the Adoption Board when the adoption is finalized. This statement must be submitted with the initial application for the license.
- 1.9.8 After the completion of the adoption process and the obtaining of an Adoption Order overseas, a copy should be sent to the Adoption Board.



## **IMPORTANT ADOPTION CRITERIA:**

### **2.1 Eligibility for Adoption**

- 2.1.1 In order for a child to be eligible for adoption in Jamaica, the child must be over 6 weeks and under 18 years old.
- 2.1.2 Applications must be received at least eight (8) months before a prospective adoptee attains their eighteenth (18<sup>th</sup>) birthday.
- 2.1.3 International applicants **MUST FIRST** check with their immigration authorities with regards to the eligibility of child to be adopted.

### **2.2 Consent and the Court**

- 2.2.1 The birth parents, if they are alive, have to agree to the adoption of their child, and to sign documents indicating their consent. If the birth parents are thought to be alive but cannot be found, the court can be asked to dispense with their consent. If the birth parents are considered to be withholding their consent unreasonably, or if the birth parents are incapable of consenting (for example if the birthparent is mentally ill or otherwise incapacitated), the court can also be asked to dispense with the birthparents' consent.

### **2.3 You do not need to ask the court to dispense with consent of a biological parent(s) or guardian(s) if;**

- a) The child's parent or guardian has consented to his/her child's adoption and has indicated so in writing; or
- b) The child was placed with you for adoption by the Adoption Board with the consent of each parent/guardian and/or no parent /guardian opposes the making of an order; or

c) If the child's parent(s) failed to exercise parental responsibility for the child

**2.4 The court can dispense with consent of any parent or guardian if it is satisfied that:**

- a) The parent(s) or guardian(s) lack(s) capacity to give consent; or
- b) The parent or guardian who is required to maintain the child has failed to do so and has abandoned the child; or
- c) The parent or guardian of the child has been the subject of a court order to pay maintenance and has failed to do so; or
- d) The parent or guardian has unreasonably withheld consent.

2.5 Applicants are not expected to provide the parents' consent to the proposed adoption when submitting documents requested. The parents' consent and signatures will be secured by the Adoption Officer responsible for the case.

2.6 Parents' consent for prospective adoptees who are Wards of the State will be obtained by the Adoption Board via the CDA.

2.7 If the child you are adopting is already the subject of a Fit Person Order (this means the child is a ward of the state), the Child Development Agency will obtain the consent required by the court.

**2.8 Adopting Your Biological Child**

**2.8.1 If you are applying with your partner to adopt your biological child, (who is not the biological child of your partner), you will need to satisfy the court that:**

- a) The other biological parent has granted his or her consent to the adoption; or
- b) The other biological parent has died; or
- c) The other biological parent cannot be found; or
- d) The other biological parent is unfairly withholding consent.

**2.9 Who can adopt a child?**

2.9.1 Jamaican citizens and citizens of Scheduled countries (listed at 1.7.1) are eligible to adopt a child once they meet the following requirements:

- a) Applicants must be 25 years old and over or,
- b) Applicants who are related to the child being adopted must be over 18 years old and over
- c) Single female
- d) A single male can adopt a female under special circumstances
- e) Married couples (male and female) as per *The Children (Adoption Of) Act*.
- f) A married person can adopt singly once he or she can prove that:-
  - a) the other spouse agrees, or
  - b) the other spouse cannot be found, or
  - c) the couple is separated and the separation is likely to be permanent, or

- d) the other spouse is physically or otherwise incapable of giving consent, or
- e) the other spouse is unreasonably refusing to give consent (*discuss with the Adoption Officer*)

2.9.2 A prospective adopter is required to provide proof of these situations via affidavits, medical reports, declaration of separation, and any other pertinent documentation; the Adoption Officer can provide guidance with what documents and certificates are necessary according to the particulars of the applicant's situation.

2.9.3 If you are divorced, the original decree absolute must be submitted.



## **STAGES OF THE ADOPTION PROCESS:**

### **3.1 Where to Submit your Adoption Application**

3.2 A copy of the adoption application form can be obtained from the CDA website [www.cda.gov.jm](http://www.cda.gov.jm). Click on Adoption and Forms to download the forms. Return the completed forms in hard copy with supporting documents to the CDA Corporate Office, 48 Duke Street, Kingston.

3.3 In accordance with *The Children (Adoption Of) Act*, adoption applications are usually decided in the Family Court nearest to where the child lives.

3.4 If you are applying to adopt a Ward of the State, submit your application to the CDA Head Office in Kingston. These applications are referred to as "Request Cases".

3.5 Request Case Applicants will be placed on a waiting list. Applications will be assessed and requests will be processed on a "first-come-first-serve" basis. This may vary according to the applicant's request, for example:

- a) The age and gender of the child they wish to adopt or,
- b) Adopting siblings,
- c) Adoption of child (ren) with special needs.

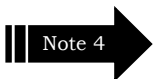
3.6 An acknowledgment of the application will be sent to you within four weeks of receipt of the form and supporting documents.

3.7 Applicants will be provided with a case number and the name of the Adoption Officer, who will advise on the status of the application and any appointments that will be scheduled in order to process the case.

3.8 For local adoptions, that is, Jamaicans who are domiciled in Jamaica, an officer will visit the home to determine its suitability for the child to be adopted. (This is known as a "home visit"). Home visits are important to prepare the Case Committee Report for

submission to the Adoption Board. For overseas applicants this is known as the ‘home study report’. (see Section 4.9).

- 3.9 Once the assessment of all documentation required is obtained, all consents and interviews gathered, the case is now ready for the Case Committee Report to be prepared. Applicants will be notified of this.
- 3.10 A Case Committee Report along with the application form and supporting documents will be prepared by the Adoption Officer and submitted through the Adoption Coordinator to the Adoption Board for its consideration. The Adoption Board generally meets once a month.
- 3.11 If the Adoption Board refuses the application, this will be communicated in writing, setting out the reasons for the refusal. The Applicant(s) can apply to the Board for a reconsideration or appeal to the Supreme Court. Please note, appeals to the Board or to the court must be done before the expiration of fourteen (14) days of receipt of the notice of refusal.
- 3.12 Approved cases are then prepared for court. The Adoption Officer will make the necessary arrangements for Court and communicate this with the Applicants.
- 3.13 In order to finalize an adoption and make the adoption legal, a Court has to grant the Order/Licence. The Applicants are required to attend the hearing.
- 3.14 After the adoption order/licence is issued by the Court the Adopter will take this document to the Registrar General’s Department (RGD) where they will apply for the child’s adopted birth certificate. It should be noted that once a child has been adopted their former identity is no longer admissible and their former birth record is sealed.



## DOCUMENTS REQUIRED FOR THE ADOPTION PROCESS

### 4.1 Birth, death or marriage certificates

- 4.1.2 Any references to a birth certificate, death certificate, marriage certificate or any other certificates means an **original** of the entry in the Register of Births or Deaths, and/or the Register of Marriages contained in the government department as appropriate. A photocopy is not acceptable.
- 4.1.3 The birth certificate you send to the Child Development Agency for the child you are applying to adopt must be the **original** of the full entry in the Register of Live Births contained at the Registrar General or other government department.
- 4.1.4 An original Birth Certificate of each applicant is to be submitted and two (2) originals of the Birth Certificate of each child to be adopted are to be provided.
- 4.1.5 Persons who are applying to adopt their brothers, sisters, nieces, nephews or

grandchildren must submit proof of the relationship by providing **original** birth certificates, marriage certificates, and/or death certificates that clearly establish the biological relationship between the applicant and the prospective adoptee.

If necessary, affidavits may also be provided to establish proof of biological relationship *The (Children Adoption Of) Act* does not recognize cousins as relatives, but cousins who wish to adopt can supply the documentation proving their biological relationship in support of their application, if their Adoption Officer advises them to do so.

4.1.6 Biological parents who are deceased - An original of the Death Certificate(s) of the biological parents should be submitted by the applicant(s).

4.1.7 Unobtainable Death Certificate - An affidavit describing the circumstances of death and why the death certificate cannot be obtained must be provided. Your Adoption Officer will guide you as necessary if this is the situation in your case.

4.1.8 Parents who cannot be located. Your Adoption Officer will advise you to write a letter or provide an affidavit of the situation where the biological parents of the prospective adoptee cannot be located.

4.1.9 Deed Poll. Persons whose names have been changed by Deed Poll are to submit the original Certificate of Deed Poll.

4.1.10 Wards of the State and children placed with Applicants by the Adoption Board through the Child Development Agency. Birth Certificates will be obtained by the Agency. The cost is to be met by the Agency.

4.1.11 Applicants seeking to adopt a named child. The applicants must obtain birth certificates for all children who they seek to adopt.

4.1.12 Children Born in Jamaica

Applicants are required to submit to the Adoption Board computer generated original coloured birth certificates issued by the Registrar General's Department. The birth certificates previously issued by the Registrar General's Department, which has the purple stamp to the back, will only be accepted if they are in good condition. Please do not submit photocopies of the certificates.

Original birth certificates of children born in Jamaica can be obtained at the Registrar General's office, Central Village, St. Catherine. The Registrar General's Department charges a fee for the service

4.1.13 Children born in other countries

Usually, birth certificates can be obtained from the Department of Vital Statistics in the county of the child's birth. However, applicants can seek clarification from the Ministry of Foreign Affairs in Jamaica or the Embassy or High Commission in Jamaica representing the country of birth of the child to be adopted. Children born overseas must be naturalized in Jamaica in order to be adopted.

4.1.14 Formally Adopted Children

Persons who are applying to adopt children previously adopted should submit original adoption documents. For example, The Adopted Children Register issued by the

Registrar General's Department should be submitted for children previously adopted in Jamaica. The original documents should be submitted.

## **4.2 Court Orders**

- a) If you are attaching any order from a High Court, Resident Magistrate Court or Family Court to your application, (such as a legal guardianship or custody order) it must be a sealed copy of the order (that is, a copy that has been stamped with the **original** seal of the court).
- b) If you are attaching an order made by a court, it must be a certified copy ( a copy certified by the court officer to be a true copy of the original order), or a copy that bears the stamp of the originating court.
- c) An order issued by any other authority must be properly authenticated by that authority. If you are in any doubt, please contact the Child Development Agency.

## **4.3 Medical Report**

- 4.3.1 There is a prescribed medical form that should be obtained from the CDA website to accompany the medical report. Forms are not to be substituted or amended.
- 4.3.2 You will need to submit a medical report on your health (or the health of the other applicant, if there is one) with your application if:
  - a) Neither of you is the biological parent of the child;
  - b) If one of you is the biological parent, the other person need to submit a report;
- 4.3.3 The medical report must be submitted with the application form and must not be more than 3 months old at the time your application is submitted to the Child Development Agency.
- 4.3.4 Other applicants are required to have their doctor complete the medical form and the child's pediatrician completes the child's medical form. Please be sure to fill in the requested information on the side of the form captioned "Particulars Relating to the Child", once the information is known to you. If a child is not yet linked to an applicant the child's medical is not required at this stage. The doctor's signature is required at the end of the report. Please ask the doctor to use a name stamp in addition to the doctor's signature. The costs of the medicals are to be met by the applicants.
- 4.3.5 Costs for medicals for wards of the State are to be met by the Child Development Agency.

## **4.4 Pictures (Proof of Identity)**

- 4.4.1 Photographs (One photo of the child to be adopted and one of each applicant)
- 4.4.2 Clear passport size photographs are required. These should be taken not more than **6 months** before the application is submitted. A Justice of the Peace or, Notary Public



must certify these photos. (picture of the child is required if the child is not provided by the State)

- 4.4.3 The identity of the parties to the adoption application will be kept confidential and a reference number will be assigned to the case once an application has been submitted to the Child Development Agency.

#### 4.5 References (All Applicants)

- 4.5.1 The details of references must be inserted on the application form
- 4.5.2 Two **(2) letters of References** is also required. These should have the address of the referee and should be dated and signed by the person giving the reference. References on behalf of married persons should be joint references, recommending them both if they are jointly adopting a child. **Relatives should not give references.** A Justice of the Peace or Notary Public should notarize the signature of the referee.
- 4.5.3 Reference letters should include but should not be restricted to - the period of time the referee has known the applicant, the referee should have visited the home of the applicant(s), should be familiar with the applicant's life style, and their ability to understand and relate to children. Information covering these areas should be provided in your letter.
- 4.5.4 **Persons completing an adoption in Jamaica and living overseas.** One Reference should be from someone living in Jamaica.

#### 4.6 Proof of Income

##### 4.6.1 Employed persons

An **Original** letter from your employer prepared on company letter-head, dated and signed by the employer or persons assigned that responsibility. The letter should state the date of your employment, your post title, employment status, hours worked per week/month and your rate of pay. Recent Pay Statement from your employer must also be submitted.

##### 4.6.2 Self employed persons

Income statements submitted by applicants should state their occupation and show their weekly, monthly or annual earnings. Applicants should sign the statements before a Justice of the Peace or Notary Public. Statements should be stamped or sealed by the person who witnesses your signature.

##### 4.6.3 Pensioners and other retired persons

Proof of pension in the form of three (3) last Pension Pay Advice that should include the amount received. A statement to support other income should be signed before a Justice of the Peace or Notary Public.

##### 4.6.4 School Report (if applicable)

###### **School Age Children**

We require the original and a copy of the child's most recent school report. We will verify that the original document was seen and it will be returned to you.

#### 4.7 Letter of Responsibility (If Applicable)

- a) A Responsibility Letter is to be submitted by applicants who are single, married but separated or applicants of an advanced age. This also includes individuals who are suffering from a medical condition/illness.
- b) This letter is to be provided by an individual or couple who have been selected by the applicants. The individual or couple should be an income earner and should be active. The letter should state that they would assume responsibility for the adopted child in the event that the applicant is unable to care for the adopted child.
- c) The letter is to be dated and signed and a Justice of the Peace or a Notary Public should witness the signature of the person or persons giving the undertaking.

#### 4.8 Police Record {All Applicants}

Applicant(s) are to provide an original and current police record with a photograph. Police report must not be more than 6 months old at the time of submitting the adoption application.

#### 4.9 Home Study Report

- (a) We require the original Home Study and two (2) notarized copies prepared by a Social Service Department or Licenced Social Worker in the country where the applicant(s) resides. This should attest to the applicant's suitability to adopt a child.
- (b) The study is to be sent directly to the Adoption Board for the attention of the Child Development Agency by the Agency or Social Worker who carried out the assessment **(to the CDA office listed at Note 7)**. Should you plan to sponsor the child to the United States as an orphan on an I600 Petition you are advised to contact the Office of Homeland Security (US Immigration) in your area of residence and obtain the Home Study requirements. Please abide by the home study guidelines set by the Office of Homeland Security in preparing the Home Study for that office and also for the Adoption Board.
- (c) A copy of the Social Worker or Agency's Licence and a notarized statement attesting to its authenticity is to be attached.
- (d) The Home Study for other applicants should include **detailed information covering all the areas listed below**. In addition we require police records and information on any reported case of child abuse. The home study should include information on the applicant with regard to, but is not limited to:
  - (1) Name and Address
  - (2) Physical appearance
  - (3) Marital situation
  - (4) Religion
  - (5) Dates of interview and conducted by whom
  - (6) Family history and Childhood
  - (7) Employment (present and past)
  - (8) Reason for adoption and plan for adoptee
  - (9) Understanding of adoption
  - (10) Empathy towards birth parents
  - (11) Expectations of the child
  - (12) Attitude towards discipline

- (13) Parenting skills
- (14) Preservation of cultural heritage
- (15) Support system – Extended Family
- (16) Financial situation
- (17) Accommodation
- (18) Social Worker’s evaluation and recommendation

**(e) Agency Undertaking – LICENCE CASES (only)**

The person or agency who prepares the home study should submit a written notarized letter of undertaking to supervise the placement and send post placement reports to the Adoption Board every 6 weeks during the first 3 months of placement and every 3 months until the adoption is finalized. The overseas Agency’s recommendation for the finalization of the adoption is also required. The Adoption Board will not accept responsibility for costs incurred.

- (f) A written notarized statement should be signed by the applicant(s) agreeing to the supervision of the placement.



## **COMPLETING THE APPLICATION FORM**

### **5.1 Names**

- (a) If the name you have entered on the application form is different from the name in a supporting document e.g. due to marriage or change of name by deed, please attach a continuation sheet explaining the reason for the difference, and a certified copy of any supporting documents (such as the deed).

### **5.2 Occupation**

- (a) The occupation you give on the form will appear on the Adoption order and will be entered in the Adopted Children Register. Please note that failure to give full details may result in a delay in issuing the child’s adopted certificate.
- (b) It is important that you enter the full title of your occupation (or former occupation if you are retired), for example, *'secondary teacher'* or *'ballet teacher'*, not *'teacher'*. *'Self employed carpenter'*, not *'self-employed'*, *'retired police officer,'* not *'retired'*. Abbreviations or general descriptions such as *'self-employed'*, *'part-time worker'*, or *'retired'*, are not accepted.
- (c) Please also note that company names cannot be entered in the Adoption Register and it is not sufficient to enter that you are an *'employee'* or *'worker'* with a particular company, you must give your occupation. If you are unemployed or currently unable to work because of disability, you should give your last occupation.

### **5.3 The Child**

- (a) Please enter the full name of the child you are applying to adopt, if you have the child and wishes to apply to the Board to adopt that child (i.e. family adoption). You must

enter the full name and the surname of the child exactly as they are shown on the birth certificate.

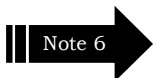
- (b) You will need to check with your country of residence to confirm the age limit for adopting a child.
- (c) If the child you wish to adopt was not placed with you for adoption by the Adoption Board through the Child Development Agency, you must put this in writing as to how the child came into your care and attached the information to the adoption application form.
- (d) You will be asked whether you wish the child to have a different name once the application is granted by the Adoption Board. The information will be inserted on the order that will be finalised in the court. This name will be entered on the Adoption Register at the Registrar General Department.

#### **5.4 Family adopter(s)**

- (a) Enter your relationship to the child you are applying to adopt, for example, step-parent, foster parent, grandparent, aunt, uncle, other relative (please specify). If you do not currently have any relationship to the child other than prospective adopter, please enter 'none'. You would need to provide documentary evidence to show how you are related to the child. This would be in the form of birth certificates. The Registrar General in Jamaica can assist with a genealogy map.

#### **5.5 About the child's parent(s) or guardian**

- (a) You will need to supply the Agency with the names, addresses and contact telephone number of the child's biological parent to prevent delay in processing the application.
- (b) If the child has no guardian, enter 'not applicable' otherwise give the details of any person appointed to look after the child.
- (c) The parent or guardian will be required to attend the adoption hearing.
- (d) The parent or guardian will be interviewed during the adoption process by a caseworker from the Child Development Agency. Parents or guardians are required to present a valid identification when interviewed. A valid passport, driver's Licence or national I.D. will be accepted.



## **HAGUE CONVENTION ON ADOPTION**

- 6.1 If you are resident in USA, Canada and UK, you will need to comply with the requirements under the Hague Convention on Inter-country Adoption.
- 6.2 Please note that Jamaica is not a signatory to the Hague Convention on Inter-Country Adoption and as such the CDA instructed by the Adoption Board of Jamaica is the only government entity that is so authorized to assess and investigate adoption applications.
- 6.3 USA Applicants**  
Applicants who are resident in the USA have to now ensure that a Hague Accredited Adoption Service Provider complete the Home Study Report in accordance with the Universal Accredited Act 2014.
- 6.4 Canadian Applicants**  
Canadian applicants must seek the services of an international adoption agency that is licensed by the Canadian authority.
- 6.5 UK Applicants**  
UK residents need to contact the Department of Education that has responsibility for inter-country adoption to determine their eligibility and suitability to adopt a child outside of the UK before they can submit an adoption application to the CDA. The UK will issue a certificate of approval to proceed with the application.

All Adoption application form should be mailed or delivered to:

**Adoption Coordinator  
Child Development Agency  
Corporate Office  
48 Duke Street  
Kingston, Jamaica  
Tel: 922 1751  
Email: [Adoption@cda.gov.jm](mailto:Adoption@cda.gov.jm)**

Application forms can be handed into our regional offices and it will be sent to the Corporate Office

The Regional offices of the Child Development Agency are located as follows –

**South East:** - 40 Duke Street, Kingston, Tel. 922 1751  
**Parishes in the Region-** Kingston & St. Andrew, St. Catherine & St. Thomas

**Southern:**- Lot 19 Caledonia Mall, Mandeville, Manchester, Tel. 922 1751  
**Parishes in the Region-** Clarendon, Manchester and St. Elizabeth

**Western:** 4 Kerr Crescent, Montego Bay, St. James, Tel. 922 1751  
**Parishes in the Region-** Trelawny, St. James, Hanover & Westmoreland

**North East:** Leasing Plaza, Windsor Road, St. Ann's Bay, Tel. 922 1751  
**Parishes in the Region-** St Mary, St. Ann & Portland.

Documents are accepted at any of our offices between the hours of 9 a.m. – 5pm Mondays – Thursdays and 9 a.m. – 4pm on Fridays.

**THE ADOPTION BOARD DOES NOT ACCEPT RESPONSIBILITY FOR DOCUMENTS SUBMITTED INDIVIDUALLY WITHOUT THE CORRECT REFERENCE NUMBER.**

**Child Development Agency  
on the behalf of the Adoption Board  
48 Duke Street, Kingston  
Kingston - Jamaica**

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*Adoption Guide (Form 5) revised September 2015*