

## Passport Application for an adopted child

Documents to be attached (all photocopies to be signed by both parents):

1. Affidavit of date of birth (original with one application and photocopy with the other)
2. Adoption deed from corporation registraton
3. Court order and associated documents (the court order should have a photograph on it)
4. Affidavit of name change
5. Newspaper cuttings (one original and one copy)
6. Page 1, 2, last page and ECNR pages of parents passports
7. Proof of residence (address proof)

**MAKE TWO COPIES OF JUST ABOUT EVERY DOCUMENT THAT YOU HAVE RELATING TO CHANGE OF NAME AND THE ADOPTION!**

If birth certificate of the child is not available, obtain:

- an affidavit of date of birth from orphanage
- a copy of the license of the the orphanage

If the name has been changed from that given by the orphanage/original name

- contact a notary/commissioner of oaths and get a notarised certificate indicating the desire to change name
- Give the above certificate to two leading daily newspapers (one in English and one in the local language). Ask that an advertisement be placed indicating that the childs name will be changed.
- Keep copies of newspaper where the change of name appeared.
- Contact notary for sworn affidavit of change of name

Passport:

- Passport forms can be bought from any post office or downloaded free from the internet
- Fill up the forms with a black ballpoint pen
- Photocopy the form before pasting the photos
- Stick the photos on both copies of the form
- The childs thumb impression needs to be put at four different places in the form. The right thumb for girls and the left for boys.
- Parents signature also needed where applicant makes a declaration regarding the contents of the application form.

At the passport office, you have to contact policy section (this opens only at 10:30am – information as of September 2005).

- In Chennai, this is on the second floor of Shastri Bhavan (CPV Cell).
- You do not have to wait in the queue when you are applying for a passport for an adopted child. Go straight in saying, ‘‘adoption!’’
- Contact the person in the policy section- he or she will guide you through the rest of the process.