

## SUGGESTED KEBELE DOCUMENTS

### Cases of Relinquishment

1. Petition from the relinquishing parents showing their will and reason for relinquishment.
2. The Kebele and/or Woreda court decision regarding the relinquishment. The Court decision should include statements, signatures and occupation of all the witnesses, as well as the relationship between relinquishing parent and each witness.
3. All the local documents should include the name of the child, the names of the parents (deceased or alive), the name of the relinquishing person and so forth.
4. If a parent is deceased, death certificates or evidence from local authorities confirming the death. We will accept a declaration from a church or administration office with a registration number. Death certificates should provide the name and signature of the issuing person. We will not accept a statement of death to a church or administration office.
5. In cases when one or both of the biological parents have serious medical problems, a medical report of the parents is required. (Please see Cases of Mental Illness for further required details.)
6. Any correspondence between concerned authorities regarding the relinquishment of the child.
7. Complete life history forms of the children to include:
  - child's detailed information
  - names of both parents (alive, deceased or disappeared)
  - contact information for the relinquishing person (full name, address, phone number)
  - list of maternal and paternal relatives (even if parent is deceased)
  - list of siblings and their ages (to include stepsiblings)
  - acceptance date to the orphanage
  - statement from the relinquishing person giving the reason for the relinquishment and showing his/her will to give the child for international adoption
  - name and signature of the person filling out the form

### Cases of Disappearance of One Biological Parent (in addition to relinquishment documents)

8. Police report reflecting a search for the parent and that he/she could not be found.
9. Efforts made by the family/orphanage/other of the missing parent to find him/her. Example: ad in a newspaper.

### Cases of Abandonment

10. Police Report regarding the case to include the name of the person who found the child, in what circumstances the child was found, the details about the place where the child was found, time when the child was found, efforts made to find the birth family of the child (example: add in a newspaper, public announcement, details of the police investigation), as well as how was police informed about the abandonment, name of the officer who picked up the child, name of the person that delivered the child to the police station.
11. Complete child's life history form to include information from the police report, the date the child was admitted to the orphanage, the name and a valid phone number for the police officer who processed the case

12. Recommendation from the local authority to place the child in an orphanage.
13. Written and signed statement of the finder of the child.
14. Written and signed statements of the witnesses (if applicable). (Please see Cases of Relinquishment for further required details.)

#### Cases of Relinquishment by a Relative/Other

15. Document proving legal custody rights of the relinquishing person.

#### Cases of Mental Illness

16. Medical evaluation proving mental incapacitation of the parent provided by a medical official.
17. Court document removing custody of the child from the mentally ill parent.
18. Court document assigning new guardian to the child.

#### Cases of Father Unknown

19. Efforts made to identify the unknown father. Example: ad in a newspaper.

ALL DOCUMENTS SHOULD BE TRANSLATED INTO ENGLISH. THE TRANSLATION IS THE RESPONSIBILITY OF THE AGENCY. IF THE TRANSLATION IS NOT ACCURATE, THE CASE WILL BE RETURNED.