

REPUBLIC OF ZAMBIA

IN THE HIGH COURT FOR ZAMBIA

FAMILY AND CHILDREN'S DIVISION

ADOPTION APPLICATION SUPPORT CHECKLIST

(To guide applicants through the legal adoption process in the Republic of Zambia)

1. APPLICANT INFORMATION

Full Name: _____

NRC/Passport No.: _____

Nationality: _____

Residential Address: _____

Contact Number: _____

Occupation: _____

Marital Status: _____

Spouse's Name (if applicable): _____

Spouse's NRC/Passport No.: _____

2. CHILD TO BE ADOPTED

Child's Full Name: _____

Date of Birth: _____

Sex: _____

Current Caregiver/Guardian: _____

Child's Relationship to Applicant (if any): _____

Is the child a relative? ☐ Yes ☐ No

Is the child in an orphanage/foster care? ☐ Yes ☐ No

Name of Institution (if applicable): _____

3. MANDATORY DOCUMENTS TO ATTACH

(✓ each item as attached or indicate "N/A")

☐ Birth Certificate of Child

☐ NRC or Passport of Applicant(s)

☐ Marriage Certificate (if married)

☐ Two Passport-Size Photos (each applicant)

☐ Medical Report(s) of Applicant(s)

☐ Police Clearance Certificate(s)

PC | LP

- ☐ Proof of Residence (e.g., utility bill or lease agreement)
- ☐ Proof of Employment or Financial Statement
- ☐ Home Assessment Report from Social Welfare Office
- ☐ Letter of Consent (if applicable – e.g., biological parent/guardian consent)
- ☐ Affidavit Confirming No Criminal Convictions
- ☐ Letter from Adoption Agency or Welfare Officer
- ☐ Recommendation Letter from Local Authority/Ward Councillor
- ☐ Any Previous Adoption Orders (if applicable)
- ☐ Supporting Letters (if required by court or agency)

4. LEGAL STEPS & GUIDELINES

- ☐ Attend preliminary consultation with legal counsel or a certified adoption officer
- ☐ Submit all documentation for initial review
- ☐ Attend social welfare interview/home inspection
- ☐ Obtain report and clearance from Ministry of Community Development and Social Services
- ☐ File formal adoption petition in the High Court (Family Division)
- ☐ Appear for hearing and provide oral evidence if required

- ☐ Receive adoption order if granted
- ☐ Register adoption with National Registration Office
- ☐ Update child's official identity documents and legal guardianship

5. ADDITIONAL NOTES OR CIRCUMSTANCES

(Use this section to explain any unique factors or background)

6. CONFIDENTIALITY STATEMENT

All information provided herein will be kept strictly confidential and used solely for the legal adoption process as per the Adoption Act, Cap. 54 and the Juveniles Act, Cap. 53 of the Laws of Zambia.

DECLARATION

I hereby declare that the information provided above is true and complete to the best of my knowledge and belief.

Name: _____

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Reviewed By: _____

Position: _____

Date Received: _____

Firm Stamp: _____