

**GOVERNMENT OF THE REPUBLIC OF ARMENIA  
D E C I S I O N**

No. 269-N of 18 March 2010

**ON APPROVING THE PROCEDURE FOR ADOPTION AND THE PROCEDURE FOR  
REGISTRATION IN DIPLOMATIC REPRESENTATIONS AND CONSULAR OFFICES OF THE  
REPUBLIC OF ARMENIA OF CHILDREN, WHO ARE CITIZENS OF THE REPUBLIC OF  
ARMENIA, ADOPTED BY FOREIGN CITIZENS, STATELESS PERSONS AND CITIZENS OF  
THE REPUBLIC OF ARMENIA RESIDING OUTSIDE THE REPUBLIC OF ARMENIA; ON  
MAKING A SUPPLEMENT TO THE DECISION OF THE GOVERNMENT OF THE REPUBLIC  
OF ARMENIA No. 1919-N OF 28 NOVEMBER 2002 AND ON REPEALING SEVERAL  
DECISIONS OF THE GOVERNMENT OF THE REPUBLIC OF ARMENIA**

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Having regard to the requirements of the Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption and the Family Code of the Republic of Armenia, the Government of the Republic of Armenia hereby d e c i d e s:

1. To approve:

1) the procedure for adoption in accordance with Annex 1;

2) the procedure for registration in diplomatic representations and consular offices of the Republic of Armenia of children, who are citizens of the Republic of Armenia, adopted by foreign citizens, stateless persons and citizens of the Republic of Armenia residing outside the Republic of Armenia in accordance with Annex 2.

2. To add the following new sub-point (h) to point 9 of the Statute of the Civil Status Acts Registration Agency of the Ministry of Justice of the Republic of Armenia approved upon sub-point (a) to point 2 of the Decision No. 1919-N of the Government of the Republic of Armenia of 28 November 2002 "On approving the statute and the structure of the Civil Status Acts Registration Agency of the Ministry of Justice of the Republic of Armenia":

“(h) within the scope of the powers defined by the legislation of the Republic of Armenia, shall exercise the authorities with regard to the implementation of the international treaties of the Republic of Armenia.”.

3. To repeal the decisions of the Government of the Republic of Armenia No. 64 of 12 February 2000 “On approving the procedure for adoption of a child”, No. 623-N of 21 April 2005

"On approving the procedure for registration in consular offices of the Republic of Armenia of children, who are citizens of the Republic of Armenia, adopted by foreign citizens and stateless persons", and No. 209-N of 1 February 2007 "On approving the registration procedure of persons willing to adopt children".

4. This decision shall enter into force on the tenth day following its official publication.

**PRIME MINISTER OF THE REPUBLIC OF ARMENIA**

**T. SARGSYAN**

**25 March 2010  
Yerevan**

Annex No. 1  
to the Decision of the Government of the  
Republic of Armenia  
No. 269-N of 18 March 2010

**P R O C E D U R E  
FOR ADOPTION**

I. GENERAL PROVISIONS

1. This Procedure defines the relations pertaining to the procedure for registration – in the Republic of Armenia – of children subject to adoption, who are citizens of the Republic of Armenia, for provision of information thereon, for adoption, for registration of citizens of the Republic of Armenia permanently residing in the Republic of Armenia (hereinafter referred to as "citizen of the Republic of Armenia") as well as of foreign citizens, stateless persons (hereinafter referred to as "alien"), citizens of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt a child who is a citizen of the Republic of Armenia.

II. REGISTRATION OF CHILDREN SUBJECT TO ADOPTION WHO ARE CITIZENS OF THE  
REPUBLIC OF ARMENIA

2. Children shall be registered as children subject to adoption where legal grounds for the adoption thereof provided for by the legislation of the Republic of Armenia have emerged.

3. Registration of children subject to adoption shall be carried out by the staffs of Marzpetarans (by the staff of the Yerevan Municipality – in the city of Yerevan) of the actual place of location thereof (hereinafter referred to as "the Staff") through the divisions for the protection of children's rights within their respective structural units.

4. Within three working days following the registration, the Staff shall compile the child's personal file based on the personal card (Form No. 1) of the child subject to adoption, which includes information on the biography, ethnic origin, social environment, family history,

health, as well as illnesses, medical examinations, observations, diseases, treatment, current health state and special needs of the child; the photocopied version thereof shall be sent to the Ministry of Labour and Social Affairs of the Republic of Armenia (hereinafter referred to as "the Ministry") with the purpose of centralised registration.

5. The Ministry shall carry out the centralised registration of the child subject to adoption within three working days and inform (Form No. 2) the Staff thereon.

6. After three months following the centralised registration, the Ministry shall send one photocopy of the personal file of the child together with the information on registration to the Ministry of Justice of the Republic of Armenia, which – as provided for by the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption – is the central body appointed by the Government of the Republic of Armenia (hereinafter referred to as “the Central Body”).

### III. REGISTRATION OF CITIZENS OF THE REPUBLIC OF ARMENIA PERMANENTLY RESIDING IN THE REPUBLIC OF ARMENIA WILLING TO ADOPT A CHILD WHO IS A CITIZEN OF THE REPUBLIC OF ARMENIA

7. With a view to be registered as persons willing to adopt, citizens of the Republic of Armenia residing permanently in the territory of the Republic of Armenia shall file an application (Form No. 3) – personally or through an authorised person – to the Staff of their place of residence, by submitting the following documents and copies thereof:

- (1) identification document;
- (2) statement on information on housing conditions, issued from the place of residence;
- (3) statement on information on family composition, issued from the place of residence;
- (4) statement on information on the position occupied, salary, and other incomes;
- (5) personal recommendation on the proper conduct of the person, provided by an organisation or by at least three persons;
- (6) medical paper certifying that the person willing to adopt a child is not suffering from any of the diseases included in the list approved upon the Decision of the Government of the Republic of Armenia No. 517-N of 5 May 2005;
- (7) copy of marriage certificate (if married);

(8) the written consent of the other spouse in case the child is adopted by one of the spouses, with the exception of cases when the spouses have terminated marital relations, do not live jointly for more than a year, and the place of residence of the other spouse is unknown;

(9) statement on information on absence of criminal record, at the time of adoption, for grave or particularly grave crime against human beings or public order and morality.

8. Within a one-month period after receiving the documents provided for in point 7 of this Procedure, the Staff shall carry out a home study of the person, draw up a relevant report, and issue a positive or negative opinion on the eligibility for adoption.

9. In case the information required in the documents provided for in point 7 of this Procedure is complete and accurate and in case of absence of grounds – provided for by law – which prohibit adoption, the Staff, based on the home study report, shall issue a positive opinion that shall be in force for twelve months from the date of issuance. Based on the positive opinion, the applicant shall be registered as a person willing to adopt, within three working days.

10. In case the information required in the documents provided for in point 7 of this Procedure is not complete or if other inaccuracies are detected therein, the Staff shall recommend in writing to submit the required information or correct the inaccuracies in the submitted documents within a thirty-day period.

11. The Staff shall issue a negative opinion on the eligibility to adopt a child (which shall be in force within one year after the date of issuance):

(1) in case the person willing to adopt a child fails to eliminate inaccuracies in the required documents within the period defined by point 10 of this Procedure;

(2) based on the information received on features negatively characterising the person willing to adopt;

(3) based on the home study report of the person;

(4) in case the application of the person willing to adopt is ill-founded;

(5) in cases provided for by law that prohibit adoption.

12. In case of a negative opinion, the Staff shall notify the applicant in writing within three working days.

13. The Staff shall fill in a personal card for the registered person willing to adopt (Form No. 4), in two copies, and shall compile a personal file thereon based on the positive opinion issued by it, personal card of the person willing to adopt, documents submitted by him or her, and the home study report of the person.

14. The numbering of the personal file shall start with number “1” and shall continue consecutively during the year.

15. Information on the person willing to adopt (name, last name, patronymic name, place of residence, number of personal file) shall be registered in the register or through the electronic information system.

16. Within three working days, the Staff shall send to the Ministry the photocopy of the personal file of the person willing to adopt, with a view to carry out centralised registration.

17. The Ministry shall carry out centralised registration of the person willing to adopt, based on the personal file received from the Staff, and within three working days shall notify in writing (Form No. 5) the Staff and the person willing to adopt.

18. The person willing to adopt shall be removed from the register:

- (1) upon his or her application;
- (2) upon expiry of the twelve-month period following the issuance of a positive opinion;
- (3) upon adoption of a child (if he or she has adopted the number of children specified in the application);
- (4) upon establishing residence outside of the Republic of Armenia;
- (5) upon emergence of any of the grounds provided for in part 1 of Article 116 of the Family Code of the Republic of Armenia.

#### IV. REGISTRATION OF ALIENS AND CITIZENS OF THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA WILLING TO ADOPT A CHILD WHO IS A CITIZEN OF THE REPUBLIC OF ARMENIA

19. Aliens and citizens of the Republic of Armenia residing outside of the Republic of Armenia – residing in the member states of the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption (hereinafter referred to as “the Convention”) – willing to adopt a child shall apply to the Central Body of the respective country to be registered as a person willing to adopt, by submitting documents specified in point 7 of this Procedure, the home study report of the person willing to adopt, as well as the consent or recommendation of the competent authority of the given country on the registration in the Republic of Armenia as a person willing to adopt.

20. Aliens and citizens of the Republic of Armenia residing outside of the Republic of Armenia – residing in non-member states of the Convention – willing to adopt shall, personally or through an authorised person or through a diplomatic representation or consular office of the Republic of Armenia in the given country, apply to the Central Body with the purpose to be registered as a person willing to adopt, by means of submitting the documents provided for in point 7 of this Procedure, as well as the consent or recommendation on being registered as a person willing to adopt in the Republic of Armenia, issued by the competent authority of the country of their permanent residence, the home study report of the person willing to adopt and a statement of obligation for control over the living conditions of the child to be adopted subsequently, issued by the competent authority of their country.

21. The documents required for adoption shall be submitted in their original in the manner defined by the international treaties of the Republic of Armenia and in the Armenian translation certified in the manner defined by the legislation of the Republic of Armenia.

22. In cases provided for by Article 19 of this Procedure, documents of an alien or of a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt, received by the central body of the host country and the report provided for by Article 15 of the Convention and, in cases provided for by Article 20 of this Procedure, the documents submitted by the person willing to adopt shall be examined by the Central Body within seven working days for verifying the completeness of the required information and documents.

23. In case the documents on adoption provided for in points 7, 19 and 20 of this Procedure are incomplete or inaccuracies are detected therein, the Central Body shall recommend the central body of the host country or the alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia to eliminate the deficiencies and submit the required documents within a sixty-day period.

24. Within three working days after examining the documents on adoption, the Central Body shall send them to the Republican Commission on Adoption (hereinafter referred to as “the Commission”).

25. Upon examination of the documents on adoption received from the Central Body, the Commission shall issue within a one-month period a positive or a negative opinion on eligibility for adoption and within three working days shall file a written notification to the Central Body for the latter to notify the applicant or the central body of the host country.

26. In case of issuing a positive opinion on the eligibility for child adoption, which shall be in force for a period of twelve months from the date of issuance, the Commission shall, within

three working days, send to the Ministry the documents pertaining to the person willing to adopt and one copy of the positive opinion, for the purpose of carrying out centralised registration.

27. The Commission shall issue a negative opinion (which shall be in force within one year after the date of the issuance):

(1) in case the central body of the host country, or the alien or the citizen of the Republic of Armenia, residing outside of the Republic of Armenia, willing to adopt fails to ensure the completeness and to eliminate the deficiencies of the required documents, within the period defined in point 23 of this Procedure;

(2) on the basis of the received information on features negatively characterising the person willing to adopt;

(3) in case the application of the person willing to adopt is ill-founded;

(4) in other cases provided for by the legislation of the Republic of Armenia.

28. Based on the documents received from the Commission, the Ministry shall carry out centralised registration and fill in a personal card (Form No. 4), in two copies, for the alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt.

29. The Ministry shall compile a personal file based on the positive opinion, the personal card of the alien or the citizen of the Republic of Armenia residing outside the Republic of Armenia and the documents submitted by him or her.

30. The numbering of the personal file shall start with number "1" and shall continue consecutively during the year.

31. The information contained in the personal file (name, last name, patronymic name, place of residence, number of personal file) shall be registered in the register or through the electronic information system.

32. The Ministry shall notify (Form No. 6) the Commission and the Central Body on the registration within three working days after the registration.

33. Together with the statement on information provided for by point 32 of this Procedure, the Ministry shall send to the Central Body the personal file of the registered alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt.

34. The person willing to adopt shall be taken off the register in cases provided for in point 18 of this Procedure (except for in sub-point 4 of point 18), as well as in case of changing the country of his or her permanent residence.

V. PROVISION OF INFORMATION ON CHILDREN SUBJECT TO ADOPTION WHO ARE  
CITIZENS OF THE REPUBLIC OF ARMENIA

35. Citizens of the Republic of Armenia willing to adopt, who are registered for receiving information on children subject to adoption, shall apply to the Staff of their place of residence or to the Ministry, and the registered citizens of the Republic of Armenia residing outside of the Republic of Armenia and aliens shall apply to the Central Body.

36. Registered citizens of the Republic of Armenia, citizens of the Republic of Armenia residing outside of the Republic of Armenia and aliens willing to adopt may get acquainted with the personal files of the children to select a child with the preferred criteria.

37. In case of refusing to adopt a child who is subject to adoption – based on the information provided – the person willing to adopt shall not be taken off the register.

38. Based on written inquiries, the Ministry shall forward – within three working days – the information on children subject to adoption to the Commission and to other competent authorities based on written inquiries filed thereby.

39. In cases when the step-father, step-mother or relatives of a child residing outside of the Republic of Armenia have expressed willingness to adopt the child or when a written agreement exists between the parents of the child and the person (persons) willing to adopt in the manner provided for by the legislation of the Republic of Armenia, the Central Body may, without time limitation, inquire and receive a photocopied version of the personal file of the child. In that case, information on the child subject to adoption shall not be provided to other persons. Where the person willing to adopt refuses to adopt the given child, the child shall be taken off the register.

40. If the registered person willing to adopt selects a child subject to adoption, the Staff, in cases provided for in Chapter III of this Procedure, or the Central Body, in cases provided for in Chapter IV of this Procedure, shall notify the Ministry thereon and, if no other person has expressed willingness to adopt the selected child, shall organise a meeting of the child subject to adoption with the person willing to adopt.

41. Within one day after receiving information provided for by point 40 of this Procedure, the Ministry ceases the provision of information about the child subject to adoption.

42. If more than one citizen of the Republic of Armenia willing to adopt have expressed willingness to adopt the same child subject to adoption, the meeting of the child with the first person shall be organised according to the sequence of their applications. A meeting of the child

with the other person willing to adopt shall be organised in case where the first person has not expressed willingness to adopt the given child within fifteen days.

43. If the registered citizen of the Republic of Armenia, the registered citizen of the Republic of Armenia residing outside of the Republic of Armenia or the registered alien willing to adopt have applied with a willingness to adopt the same child during the same period of time (within seven working days from the moment of application), the priority for meeting with the child shall be given to the citizen of the Republic of Armenia willing to adopt.

44. The meeting of a child with an alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt shall be organised in case when the citizen of the Republic of Armenia willing to adopt has not expressed willingness to adopt the child within fifteen days after the meeting.

#### VI. ADOPTION OF CHILDREN SUBJECT TO ADOPTION WHO ARE CITIZENS OF THE REPUBLIC OF ARMENIA BY THE CITIZENS OF THE REPUBLIC OF ARMENIA

45. When selecting a child subject to adoption, a citizen of the Republic of Armenia willing to adopt shall apply to the Staff of his or her place of residence, which shall send the inquiry (notification) (Form No. 7) on the child subject to adoption to the Ministry within two working days.

46. After carrying out respective examination (availability of other applications on adoption, etc.), the Ministry shall inform the Staff – within three working days – on the eligibility for adoption; whereas in case of issuing a positive response, the Ministry shall also cease – within one day – the provision of information on the child subject to adoption to other bodies or persons willing to adopt.

#### VII. ADOPTION OF CHILDREN SUBJECT TO ADOPTION WHO ARE CITIZENS OF THE REPUBLIC OF ARMENIA BY ALIENS OR BY CITIZENS OF THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA

47. An alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt shall apply to the Central Body in case of selecting a child subject to

adoption, and the Central Body shall inform thereon in writing to the Ministry within three working days.

48. After carrying out the respective examination (availability of other applications on adoption, etc.), the Ministry – within three working days – shall inform the Central Body in writing on the eligibility for adoption and, if necessary, shall also send the photocopied version of the personal file of the child subject to adoption.

49. If more than one alien or citizen of the Republic of Armenia residing outside of the Republic of Armenia have expressed willingness to adopt the same child subject to adoption, their meeting with the child shall be organised in the sequence provided for in point 42 of this Procedure.

50. The Central Body shall send the personal files of the alien or the citizen of the Republic of Armenia residing outside of the Republic of Armenia willing to adopt to the Staff of the Government of the Republic of Armenia – within three working days – together with the statement of the Ministry.

51. The Staff of the Government of the Republic of Armenia shall send the copies of the required documents – within three working days – to the Police of the Republic of Armenia adjunct to the Government of the Republic of Armenia (hereinafter referred to as “the Police”), which shall inform in writing on the results of the respective examination to the Staff of the Government of the Republic of Armenia within ten working days.

52. In case of giving permission for (preliminary consent) or declining the adoption upon the decision of the Government of the Republic of Armenia, the Staff of the Government of the Republic of Armenia shall notify the Central Body within three working days, sending back also all the received documents.

53. Based on a court judgment on adoption having entered into legal force, after registering the adoption record in bodies of civil status registration, an alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia shall submit the following to the Central Body – together with the application – for the purpose of receiving a certificate defined by Article 23 of the Convention:

- (1) court judgment on adoption entered into legal force (copy);
- (2) birth and adoption certificates of the child (copies);
- (3) copies of identification documents of the adopter (adopters).

54. Within three working days after receiving the application, the Central Body shall issue a certificate attesting intercountry adoption (Form No. 8).

## VIII. FINAL PROVISIONS

55. All the applications provided for by this Procedure shall be submitted in writing.

56. Within three working days after registering the adoption of a child adopted by citizens of the Republic of Armenia, by aliens and citizens of the Republic of Armenia residing outside of the Republic of Armenia, the territorial division of the Civil Status Registration Body of the Republic of Armenia shall send the photocopies of the court judgment on adoption having entered into legal force, of the identification documents of the adopter (adopters), and the copy of registration of the adoption record to the Ministry.

57. After adoption of the child or after expiry of the positive opinion on the eligibility for adoption, personal files shall be kept in the manner prescribed by the legislation of the Republic of Armenia.

58. After expiry of the positive opinion on the eligibility for adoption, upon the request of an alien or a citizen of the Republic of Armenia residing outside of the Republic of Armenia, the Armenian translations of his or her passport, certificates of registration of civil status acts as well as the originals of other documents valid at the moment of application may be returned, while the copies shall be kept in the file.

59. The Staff, in cases provided for in Chapter 3 of this Procedure, or the Secretariat of the Commission, in cases provided for in Chapter 4 of this Procedure, shall issue one copy of opinion on adoption within three working days, based on the application of the person willing to adopt.

60. For the purpose of being registered as a person willing to adopt, an alien permanently residing in the Republic of Armenia shall apply to the Central Body, by submitting documents provided for by point 7 of this Procedure and the permission or the letter of recommendation of the competent authority of the given country (whereof the person is a citizen) on registration in the Republic of Armenia as a person willing to adopt.

61. An alien permanently residing in the Republic of Armenia may submit the documents defined in sub-points 2-6 of point 7 of this Procedure, provided by competent authorities of the Republic of Armenia.

62. The citizens of the Republic of Armenia, in cases provided for in Chapter 6 of this Procedure, and the aliens or citizens of the Republic of Armenia residing outside of the Republic of Armenia as well as aliens permanently residing in the Republic of Armenia, in cases provided for in Chapter 7 of this Procedure, shall apply to the court of general jurisdiction of the place of

residence (place of location) of the child with a view to obtain the approval of the adoption in accordance with the requirements of the Civil Code of the Republic of Armenia.

63. To adopt a child from a foreign state which is a party to the Convention, citizens of the Republic of Armenia shall apply to the Central Body after having been registered according to this Procedure.

**CHIEF OF STAFF  
OF THE GOVERNMENT  
OF THE REPUBLIC OF ARMENIA**

**D. SARGSYAN**

**P E R S O N A L C A R D**  
**OF A CHILD SUBJECT TO ADOPTION**

Photo \_\_\_\_\_

\_\_\_\_\_ (date)

\_\_\_\_\_ (title of the division)

Information on the child \_\_\_\_\_

\_\_\_\_\_ (first name, patronymic name, last name)

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Which care and protection facility was the child accepted at and when? \_\_\_\_\_

\_\_\_\_\_ (please, note the name of the facility and time of acceptance)

Social status: bereaved of parents, left without parental care, foundling (underline)

Place of birth \_\_\_\_\_

Birth certificate \_\_\_\_\_

\_\_\_\_\_ (serial number, date of issue, issuing authority)

Particulars of the child \_\_\_\_\_

\_\_\_\_\_ (height, weight, colour of eyes, colour of hair, other specific features)

Characteristic features \_\_\_\_\_

\_\_\_\_\_ (communicable, reserved, etc.)

Place of residence (location) \_\_\_\_\_

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Medical opinion on the state of health \_\_\_\_\_

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Information about parents, as of the date of filling in this form:

Mother \_\_\_\_\_

(first name, patronymic name, last name)

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Place of residence \_\_\_\_\_

Social statement \_\_\_\_\_

(place of work,

state of health: normal, chronic sick, disabled)

Father \_\_\_\_\_

(first name, patronymic name, last name)

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Place of residence \_\_\_\_\_

Social statement \_\_\_\_\_

(place of work,

state of health: normal, chronic sick, disabled).

Siblings, other relatives \_\_\_\_\_

(first names, patronymic names, last names,

places of residence)

Legal grounds for adoption \_\_\_\_\_

(death certificate (certificates) of a parent (parents),

act on the child being foundling, court judgment on depriving parents of parental rights, written consent for adoption, etc.)

Additional information \_\_\_\_\_

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(first name, last name)

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(signature)

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(date)

Seal

**STATEMENT ON INFORMATION  
ON THE CHILD SUBJECT TO ADOPTION**

This is to certify that \_\_\_\_\_  
(name, patronymic name, last name)

Born \_\_\_\_\_ in \_\_\_\_\_  
(date of birth) (place of birth)

Residing in \_\_\_\_\_  
(place of residence, place of location)

Registered in the Personal Card No. \_\_\_\_\_ of \_\_\_\_\_  
(date)

By \_\_\_\_\_ of the staff of \_\_\_\_\_  
(title of the division)

marzpetaran of the Republic of Armenia (of the staff of the Yerevan Municipality – in the city of Yerevan), as a child subject to adoption, is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on \_\_\_\_\_  
(date)

Centralised registration number \_\_\_\_\_

\_\_\_\_\_  
(first name, last name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Seal

\_\_\_\_\_ (specify the name of authority)

\_\_\_\_\_ to which the application is submitted)

From citizen \_\_\_\_\_ (first name, patronymic name, last name)

Residing in \_\_\_\_\_

Identification document \_\_\_\_\_ (name

serial number, date of issue, issued by)

**APPLICATION**

I, \_\_\_\_\_ (first name, patronymic name, last name)

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Nationality \_\_\_\_\_

Place of birth \_\_\_\_\_

Religion \_\_\_\_\_

Place of residence \_\_\_\_\_

Place of work (position) \_\_\_\_\_

Marital status \_\_\_\_\_

(married, single, etc.)

State of health \_\_\_\_\_  
(normal, chronic sick, disabled, etc.)

I express my willingness to adopt \_\_\_\_\_  
(gender, age, number, appearance and other  
particulars of the desired child)

I provide additional information about myself \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I submit the following documents:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
(first name, last name) (signature)

\_\_\_\_\_  
(date)

**PERSONAL CARD No. \_\_\_\_\_**  
**OF THE PERSON WILLING TO ADOPT**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(title of the division)

Information about the person (as of the date of filling in the form): \_\_\_\_\_  
(first name, patronymic name, last name)

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Nationality \_\_\_\_\_

Place of birth \_\_\_\_\_

Identification document \_\_\_\_\_  
(title, serial number, date of issue, issued by)

Place of residence \_\_\_\_\_

Place of work (position) \_\_\_\_\_

Marital status \_\_\_\_\_  
(married, single, etc.)

State of health \_\_\_\_\_  
(normal, chronic sick, disabled, etc.)

Information about the desired child \_\_\_\_\_  
(gender, age, number, appearance and other

particulars)

Additional information \_\_\_\_\_

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(first name, last name)

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(signature)

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(date)

Seal

**STATEMENT ON INFORMATION  
ON THE PERSON WILLING TO ADOPT**

This is to certify that \_\_\_\_\_  
(first name, patronymic name, last name)

Born \_\_\_\_\_ in \_\_\_\_\_  
(date of birth ) (place of birth)

Residing in \_\_\_\_\_  
(place of residence)

Registered in the Personal Card No. \_\_\_\_\_ of \_\_\_\_\_  
(date)

By \_\_\_\_\_ of the staff of \_\_\_\_\_  
(title of the division)

marzpetaran of the Republic of Armenia (of the staff of the Yerevan Municipality – in the city of Yerevan) is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on \_\_\_\_\_.  
(date)

Centralised registration number \_\_\_\_\_

\_\_\_\_\_  
(first name, last name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Seal

**STATEMENT ON INFORMATION  
ON THE PERSON WILLING TO ADOPT**

This is to certify that \_\_\_\_\_  
(first name, patronymic name, last name)

Citizen \_\_\_\_\_

Born \_\_\_\_\_  
(date)

Residing in \_\_\_\_\_  
(place of residence)

Having received the positive opinion \_\_\_\_\_ by the Republican Commission on Adoption,  
is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of  
Armenia on \_\_\_\_\_  
(date)

Centralised registration number \_\_\_\_\_

\_\_\_\_\_  
(first name, last name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Seal

**INQUIRY (NOTIFICATION)**

This is to certify that \_\_\_\_\_  
(first name, patronymic name, last name)

Born \_\_\_\_\_ in \_\_\_\_\_  
(date of birth) (place of birth)

Residing in \_\_\_\_\_  
(place of residence, place of location)

Registered in the Personal Card No. \_\_\_\_\_ of \_\_\_\_\_  
(date)

by \_\_\_\_\_ of the staff of \_\_\_\_\_  
(title of the division)

marzpetaran of the Republic of Armenia (of the staff of the Yerevan Municipality – in the city of Yerevan), as a child subject to adoption, is taken on centralised registration in the Ministry of Labour and Social Affairs of the Republic of Armenia on \_\_\_\_\_  
(date)

Centralised registration number: \_\_\_\_\_

Willingness to adopt has been expressed by: \_\_\_\_\_  
(first name, patronymic name, last name)

\_\_\_\_\_  
\_\_\_\_\_

Centralised registration number: \_\_\_\_\_

Please, examine and inform on the eligibility for adoption.

\_\_\_\_\_  
(first name, last name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Seal

**C E R T I F I C A T E**  
**ATTESTING INTERCOUNTRY ADOPTION**

In accordance with Article 23 of the Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption of 29 May 1993:

*1. The Central Body*

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(title and place of location of the competent authority of the country of adoption)

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*2. Attests that the child*

Last name \_\_\_\_\_

First name \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth: day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_

*3. Has been adopted in accordance with the decision of the following competent authority*

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(day, month, year of the decision,

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day, month, year of entry into force of the decision)

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*4. By the following persons*

(1) Adopting father

Last name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth: day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_

Place of permanent residence at the time of adoption \_\_\_\_\_

(2) Adopting mother

Last name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth: day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_

Place of permanent residence at the time of adoption \_\_\_\_\_

*5. The Central Body certifies that the adoption has been made in accordance with the Convention, and the consents defined in sub-point (c) of Article 17 have been provided*

(1) Title and place of location of the central competent authority of the country of origin

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Title and place of location of the central competent authority of the host country

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(first name, last name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

Seal

Annex No. 2  
to the Decision of the Government of the  
Republic of Armenia  
No. 269-N of 18 March 2010

**PROCEDURE**

**FOR REGISTRATION IN DIPLOMATIC REPRESENTATIONS OR CONSULAR OFFICES OF  
THE REPUBLIC OF ARMENIA OF A CHILD, WHO IS A CITIZEN OF THE REPUBLIC OF  
ARMENIA, ADOPTED BY FOREIGN CITIZENS, STATELESS PERSONS AND CITIZENS OF  
THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA**

1. This Procedure defines the relations with regard to registration in diplomatic representations and consular offices of the Republic of Armenia of children, who are citizens of the Republic of Armenia, adopted by foreign citizens, stateless persons and citizens of the Republic of Armenia residing outside of the Republic of Armenia (hereinafter referred to as “adopters”).

2. The registration of a child, who is a citizen of the Republic of Armenia, adopted by adopters shall be carried out by the diplomatic representation or the consular office of the Republic of Armenia located in the place of permanent residence of adopters (hereinafter referred to as “consular office”).

3. In case there is no consular office within the place of permanent residence of adopters, the registration of the adopted child, who is a citizen of the Republic of Armenia, shall be carried out by the Ministry of Foreign Affairs of the Republic of Armenia.

4. Within three working days after the registration of adoption of a child, who is a citizen of the Republic of Armenia, adopted by adopters, the territorial division of the Civil Status Registration Body of the Republic of Armenia (hereinafter referred to as “the CSRB”) shall send the copies of the judgment on adoption entered into legal force and the registration of the adoption record as well as the statement on information on the registration of the adoption record to the Ministry of Justice of the Republic of Armenia which is the Central Body (hereinafter referred to as “the Central Body”) appointed by the Government of the Republic of Armenia as

provided for by the Convention on Protection of Children and Co-operation in Respect of Inter-country Adoption.

5. Based on the documents received from the CSRB, the Central Body shall make a relevant registration in the register (Form No. 9) or through the electronic information system – within three working days – with a view to implement the commitments provided for by the legislation of the Republic of Armenia and by the international treaties of the Republic of Armenia, and shall send the copies of the documents provided for by point 4 of this Procedure to the Ministry of Foreign Affairs of the Republic of Armenia for the latter to exercise the powers provided for by the legislation of the Republic of Armenia for the protection of the rights and interests of children.

6. The Ministry of Foreign Affairs of the Republic of Armenia shall send the information on the adopted child, who is a citizen of the Republic of Armenia, to the consular office located within the place of permanent residence of adopters.

7. The consular office shall carry out the registration of the adopted child, who is a citizen of the Republic of Armenia, in the register (Form No. 9) or through the electronic information system within three working days after having received the information on adoption.

8. The consular office shall submit any information received on the adopted child as provided for by the international treaties of the Republic of Armenia and by the legislation of the Republic of Armenia to the Foreign Ministry of the Republic of Armenia, within three working days.

9. The consular office – and in case of the absence thereof, the Ministry of Foreign Affairs of the Republic of Armenia – shall notify the competent authority of the foreign state on the fact of adoption of a child, who is a citizen of the Republic of Armenia, by adopters permanently residing in the given state and on the provisions of this Procedure for the purpose of protecting the rights and interests of the adopted child as provided for by part 3 of Article 150 of the Family Code of the Republic of Armenia.

**CHIEF OF STAFF OF THE GOVERNMENT  
OF THE REPUBLIC OF ARMENIA**

**D. SARGSYAN**

**REGISTER**

**OF CHILDREN, WHO ARE CITIZENS OF THE REPUBLIC OF ARMENIA, ADOPTED BY FOREIGN CITIZENS, STATELESS PERSONS AND CITIZENS OF THE REPUBLIC OF ARMENIA RESIDING OUTSIDE OF THE REPUBLIC OF ARMENIA**

Number and time of registration	First name, patronymic name, last name of the adopted child prior to the adoption	Date and place of birth of the adopted child	First name, patronymic name and last name of the adopted child after the adoption	Time and place of registering the adoption	First names, patronymic names, last names of adopters	Citizenship, places of residence and work, telephone numbers, e-mail addresses of adopters	Time of receiving information on the state of health and life conditions of the adopted child	Note
1	2	3	4	5	6	7	8	9