



Province of Alberta

CHILD, YOUTH AND FAMILY ENHANCEMENT ACT

ADOPTION REGULATION

Alberta Regulation 187/2004

With amendments up to and including Alberta Regulation 222/2025

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Office Consolidation

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(Consolidated up to 222/2025)

ALBERTA REGULATION 187/2004

Child, Youth and Family Enhancement Act

ADOPTION REGULATION

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Definitions

1 In this Regulation,

- (a) “Act” means the *Child, Youth and Family Enhancement Act*;
- (b) “agency” means a licensed adoption agency;
- (c) “Appeal Panel” means an Appeal Panel established under section 118 of the Act;
- (d) “director” means a person designated by the Minister as a director for the purposes of the Act;
- (e) “qualified person” means a qualified person as defined in the *Child, Youth and Family Enhancement Regulation*.

Forms

1.1 The forms referred to in this Regulation are the forms set out in the Schedule.

AR 251/2009 s2

Part 1 Licensed Adoption Agencies

Definitions

2 In this Part,

- (a) “adoption placement” means the placement of a child with an approved applicant for the purpose of adoption of the child by the approved applicant;
- (b) “applicant”, except in sections 3 and 5, means a person who applies to an agency for an adoption placement;
- (b.1) “approved applicant” means an applicant who is approved under section 10(1)(a) for an adoption placement;
- (c) “direct placement” means the placement of a child directly by the child’s parent in the custody of a person who intends to adopt the child.
- (d) “prospective adoptive parent’s profile” means information about an approved applicant.

AR 187/2004 s2;242/2020

Application for licence to operate agency

3(1) In this section and section 5, “applicant” means a person who applies to a director for a licence to operate an agency.

(2) An application for a licence to operate an agency must be in Form 1 and must be accompanied by the following documentation:

- (a) evidence satisfactory to the director
 - (i) that the applicant is a corporate body described in section 87(1) of the Act, and
 - (ii) that the applicant has obtained general liability insurance, satisfactory to the director, covering the proposed agency and its employees;
- (b) a list of contract and staff positions, including a job description for each position and the qualifications and experience required for each position;
- (c) a written description of the applicant’s proposed program and procedures, including an explanation of the applicant’s policy regarding
 - (i) recruitment and assessment of persons who apply for an adoption placement,

- (ii) recruitment of persons who wish to place a child for adoption through the agency,
 - (iii) provision of counselling services for persons who apply for an adoption placement and for adoptive parents,
 - (iv) provision of counselling services for persons who wish to place a child or who have placed a child for adoption through the agency,
 - (v) advertising of adoption services,
 - (v.1) advertising of prospective adoptive parents' profiles, including the places in which and methods by which the applicant intends to publish the advertisements, and
 - (vi) processing or assistance with the processing of direct placement adoptions;
- (d) a fee schedule for the services provided by the agency;
- (e) any other information that the director considers necessary to enable the director to determine the capacity of the applicant to provide the services and carry out the responsibilities of an agency.

(3) An application for the renewal of a licence to operate an agency must be in Form 1 and must be accompanied by

- (a) if there has been a change in any of the information referred to in subsection (2)(a)(ii), (b), (c) or (d) since that information was last provided by the applicant, a statement of the changes, and
- (b) any other information that the director considers necessary to enable the director to determine the capacity of the applicant to continue to provide the services and carry out the responsibilities of an agency.

AR 187/2004 s3;251/2009;242/2020

Duty to report certain changes immediately

3.1 An agency must immediately report to a director any change in the agency's program, procedures or policy respecting a matter referred to in section 3(2)(c)(v.1).

AR 242/2020 s4

Fees

4(1) The fee payable with an application under section 3 is

- (a) \$200 for an initial licence, or
 - (b) \$100 for a renewal of a licence.
- (2) A fee referred to in subsection (1) is non-refundable.
AR 187/2004 s4;117/2008

Inspection

5 On receiving an application for a licence to operate an agency, a director may inspect or cause to be inspected the premises from which the applicant proposes to operate the agency for the purpose of determining whether the applicant will be in compliance with the Act and this Regulation.

AR 187/2004 s5;251/2009

Licence to be displayed

6(1) A licence or conditional licence to operate an agency must be kept on the premises of the agency and must be available for inspection by any person.

(2) If an agency has been issued a conditional licence, the agency must notify its clients in writing within 10 days after the conditional licence has been issued that the agency's licence is conditional and must provide the conditions to the agency's clients.

AR 187/2004 s6;241/2020

Application for adoption placement

7(1) Any adult who maintains his or her usual residence in Alberta may apply to an agency for an adoption placement.

- (2) On receiving an application under subsection (1), an agency must
- (a) ensure that the applicant has been provided with a written description of the adoption services provided by the agency and the fee schedule for those services, which must include a description of which fees are non-refundable and which fees are held in trust,
 - (b) advise the applicant that the results of an intervention record check are required and provide the applicant with a copy of the form approved by the director for that purpose,
 - (c) advise the applicant that the results of a criminal record check, including a vulnerable sector search and dated not earlier than 6 months prior to the date of the application, are required, and

- (d) provide a director with a copy of the application within 14 days of receipt of the application.

AR 187/2004 s7;251/2009;241/2020

Acceptance or refusal of application for adoption placement

8(1) After the receipt by an agency of

- (a) the results of the intervention record check referred to in section 7(2)(b),
- (b) the results of the criminal record check referred to in section 7(2)(c), and
- (c) any other documentation requested by the agency from the applicant for the purpose of processing the applicant's application,

the agency must accept or refuse to accept an application received under section 7.

(2) An agency must forthwith notify an applicant in writing of

- (a) its decision under subsection (1), and
- (b) if its decision is to accept the applicant's application, the date of the acceptance.

Home assessment report

9(1) An agency must

- (a) within 90 days of accepting an application for an adoption placement, complete a home study report in respect of the applicant in Form 9, and
- (b) require the applicant to provide an update report in Form 4 every 12 months until the applicant receives an adoption placement.

(2) Notwithstanding subsection (1), if for any reason acceptable to a director an agency is unable to complete a home study report within the 90-day period, the director may, in writing, extend the time for completion of the home study report.

(3) An agency may require an addendum to a home study report, in Form 10, where the agency has reason to believe that there has been a significant change in circumstances such that the suitability of the applicant to have the care and custody of a child might be affected.

(4) Any update report prepared in accordance with subsection (1)(b), and any addendum to a home study report prepared in accordance with subsection (3), must be attached to and forms part of the home study report.

AR 187/2004 s9;251/2009

Decision of agency

10(1) On completion of a home study report in respect of an applicant, an agency must

- (a) if in its opinion the applicant is a fit and proper person to have the care and custody of a child, approve the applicant for an adoption placement, or
- (b) if in its opinion the applicant is not a fit and proper person to have the care and custody of a child, refuse to approve the applicant for an adoption placement.

(2) No approval shall be given under subsection (1)(a) until the applicant has received pre-placement counselling services from a qualified person regarding the adoption process and the parenting of an adopted child.

(3) If, as a result of an intervention record check referred to in section 7(2)(b), a director has identified a concern regarding the suitability of an applicant to have the care and custody of a child, the agency shall not approve the applicant under subsection (1)(a) without the prior written consent of the director.

(4) An agency may, at any time before a child is placed for adoption with an applicant who has been approved under subsection (1)(a), rescind the approval if, in its opinion, circumstances have arisen or evidence has become available indicating that the applicant is not a fit and proper person to have the care and custody of a child.

(5) If an agency

- (a) refuses to approve an applicant for an adoption placement, or
- (b) rescinds the approval of an applicant for an adoption placement,

the agency must, not later than 10 days after that decision, provide a written notice to the applicant and a director setting out the decision and the reasons for it.

AR 187/2004 s10;251/2009

11 Repealed AR 251/2009 s7.

Consents and counselling

12 If the guardian of a child wishes to place the child for adoption through an agency, the agency must

- (a) ensure that the guardian has been provided with a written description of the adoption services provided by the agency,
- (b) make counselling services concerning the proposed adoption available to the guardian and to the child, if the child is 12 years of age or older, and ensure that the counselling services are provided by a qualified person,
- (c) advise the guardian and the child, if the child is 12 years of age or over, that counselling services concerning the proposed adoption are also available through a director, and
- (d) refer the guardian and the child, if the child is 12 years of age or over,
 - (i) to a director or lawyer for the completion of a consent to adoption, and
 - (ii) to a director for counselling services concerning the proposed adoption, if the guardian or the child, or both, request those counselling services from the director.

Placement of a child for adoption

13(1) No agency shall place a child for the purpose of adoption with an applicant

- (a) who has not been approved by the agency in accordance with section 10, or
 - (b) if the applicant has received an adoption placement in the previous 12-month period.
- (2)** Subsection (1)(b) does not apply if
- (a) the child who is proposed to be placed with the applicant is a sibling of the child previously placed with the applicant for the purpose of adoption, or
 - (b) the applicant's previous adoption placement is no longer subsisting.
- (3)** Before placing a child with an approved applicant, an agency must

- (a) ensure that it has obtained
 - (i) a report in Form 5 prepared by a qualified person setting out
 - (A) the social history of the child and the biological parents of the child, and
 - (B) the medical history of the biological parents of the child,
 - and
 - (ii) a medical report on Form 6 in respect of the child prepared by a physician,
 - (b) be satisfied that the child is a Canadian citizen or has been lawfully admitted to Canada for permanent residence, and
 - (c) make every reasonable effort to obtain
 - (i) a consent to adoption signed by the guardian of the child and witnessed by a director or lawyer, and
 - (ii) if the child is 12 years of age or over, a consent to adoption signed by the child and witnessed by a director or lawyer.
- (4)** If a consent referred to in subsection (3)(c)(i) cannot reasonably be obtained before placement of a child, the agency must notify a director of the reason why a consent cannot reasonably be obtained before placement and may place the child with an approved applicant only if the director, on being satisfied that the consent will be given by the guardian within a reasonable time period, agrees to the placement.
- (5)** An agency must ensure that copies of the reports referred to in subsection (3)(a)(i) and (ii) are provided
- (a) to the approved applicant prior to the placement of the child with the approved applicant, and
 - (b) to a director within 21 days after the adoption placement.
- (6)** In the case of a proposed adoption placement of a child whose biological father is not also a guardian of the child, the agency must, before placing the child with the approved applicant, notify or make reasonable efforts to notify the child's biological father of the proposed adoption placement.
- (7)** The agency must document the notification or the efforts to notify the biological father required under subsection (6) and must

provide the documentation to a director within 21 days after the adoption placement.

(8) The agency must, within 21 days after the adoption placement, notify a director in writing of the adoption placement.

AR 187/2004 s13;117/2008;251/2009

Post-placement assessment

14(1) The agency must ensure that the home of the approved applicant is visited by a qualified person, as soon as practicable but not later than 21 days after the child is placed in the home, for the purpose of commencing a post-placement assessment of the approved applicant.

(2) A post-placement assessment of the approved applicant must be in Form 7 and must be

- (a) completed as soon as appropriate, in the opinion of the agency, after the adoption placement, and
- (b) attached to the approved applicant's home study report.

AR 187/2004 s14;251/2009

Prohibition

15(1) No agency shall

- (a) place a child for the purpose of adoption outside Alberta,
- (b) place or attempt to place a child for the purpose of adoption unless the child is a Canadian citizen or has been lawfully admitted to Canada for permanent residence,
- (c) place or attempt to place a child for the purpose of adoption, if the child is in the custody of a director within the meaning of section 1(5) of the Act, unless the agency has the written authorization of a director, or
- (d) place or attempt to place a child for the purpose of adoption if the child is in the custody or under the guardianship of a child welfare authority in another province, unless the agency has written authorization from that child welfare authority.

(2) Subsection (1)(a) does not apply to an agency that is permitted by the laws of another province or territory of Canada to place children for adoption in that province or territory.

Termination of adoption placement

16(1) An approved applicant may terminate an adoption placement prior to the granting of an adoption order by advising the agency in writing of the termination.

(2) On receiving a notice of termination in accordance with subsection (1), the agency must forthwith

- (a) notify a director of the termination,
- (b) notify the guardian and a parent, if the guardian is not a parent, of the termination, and
- (c) advise the guardian of the guardian's right to resume custody of the child.

(3) Before placing the child with an alternative approved applicant, the agency must, in accordance with section 12, refer the guardian and the child, if the child is 12 years of age or older, to a director or lawyer for the completion of a consent to adoption.

AR 187/2004 s16;251/2009

Direct Placement Adoption**Direct placement**

17(1) A person with whom a child has been placed for adoption through a direct placement may apply to an agency to process, or for assistance with the processing of, the adoption.

(2) On receiving an application under subsection (1), an agency must

- (a) ensure that the adopting person has been provided with a written description of the adoption services provided by the agency and the fee schedule for those services, and
- (b) advise the adopting person of the requirements of section 63(3) of the Act.

General**Post-placement counselling services**

18(1) An agency must provide post-placement counselling services to the following persons, if requested by that person:

- (a) an approved applicant;
- (b) a person who has applied under section 17(1);

- (c) an adoptive parent with whom the agency has placed a child for adoption.

(2) An agency must provide post-placement counselling services to a guardian who has placed a child for adoption through the agency at any time after the adoption placement, for a period of up to 6 months following the granting of the adoption order, if the guardian requests those services.

(3) An agency must ensure that post-placement counselling services are provided by a qualified person.

Additional information

19 Any information obtained by an agency following the granting of an adoption order and relating to the social or medical history of

- (a) the child who is the subject of the adoption order, or
- (b) the biological parents of the child who is the subject of the adoption order

must be forwarded to a director for retention for the purposes of disclosure under Part 2, Division 2 of the Act.

AR 187/2004 s19;251/2009

Transfer of documents

20 On the granting of an adoption order, an agency must transfer to a director all copies of the documentation in the possession of the agency that was filed with the Court in support of the application for an adoption order.

AR 187/2004 s20;251/2009;164/2010

Duties of agency

21(1) An agency must, on or before the last day of the 3rd month immediately following the end of the agency's fiscal year, submit to a director

- (a) an annual financial statement prepared by a registrant within the meaning of the *Regulated Accounting Profession Act*, and
- (b) an annual report on the operation of the agency during the year to which the annual report relates, including the number of
 - (i) applications for adoption placements received,
 - (ii) home study reports completed,

- (ii.1) advertisements of prospective adoptive parents' profiles published by the agency and the places in which and methods by which the profiles were advertised,
- (iii) applicants approved under section 10,
- (iv) adoption placements,
- (v) cases where an adoption placement was terminated under section 16 and the circumstances surrounding the termination,
- (vi) cases where a child who was placed with an approved applicant for the purpose of adoption was removed from the approved applicant and the circumstances surrounding the removal,
- (vii) applications under section 17(1),
- (viii) adoption orders granted, and
- (ix) contested court hearings relating to an application for an adoption order and the circumstances relating to each contested hearing.

(1.1) If a director requires additional information relating to a matter referred to in subsection (1)(b), the director may, in writing, order the agency to provide the information within the time specified in the order.

(2) At the request of a director, the agency must provide to the director

- (a) any statistical information and reports relating to the operation of the agency, or
- (b) copies of any documentation or other records relating to an adoption or an adoption placement.

AR 187/2004 s21;251/2009;164/2010;242/2020

Program director

22(1) An agency must designate a qualified person as the program director of the agency, who is responsible for the day to day operation of the adoption program of the agency.

(2) A program director designated under subsection (1) is considered to be the officer of the agency for the purposes of the Act and this Regulation.

- (3) An agency must notify a director in writing not later than 10 days after
- (a) the designation of a program director, and
 - (b) any change in the designation of a program director.
- (4) The responsibilities of the program director include
- (a) the supervision of qualified persons delivering the services of the agency, and
 - (b) the supervision and review of home study reports and addendums to home study reports, but do not include the preparation or completion of those reports or addendums.

AR 187/2004 s22;251/2009

Fees and expenses

23(1) An agency may charge to a person, other than a guardian who wishes to place or who has placed a child for adoption through the agency, the fees and expenses incurred in providing the following services:

- (a) processing an application for an adoption placement;
- (b) processing or assisting with the processing of a direct placement adoption;
- (c) preparation of social histories of
 - (i) a child who is adopted or intended to be adopted, and
 - (ii) the biological parents of the child;
- (d) preparation of a medical history of the biological parents of a child who is adopted or intended to be adopted;
- (e) preparation by a physician of a medical report in respect of a child who is intended to be adopted;
- (f) preparation of a home study report;
- (g) preparation of an addendum to a home study report;
- (h) pre-placement counselling services for an applicant;
- (i) transportation relating to the placement of a child for adoption;
- (j) preparation of a post-placement assessment;

- (k) preparation, filing and service of documents and notices relating to an adoption and an application for an adoption order;
 - (l) post-placement counselling services provided under section 18(1);
 - (m) transfer between agencies of an application for an adoption placement;
 - (n) legal services provided in connection with an adoption;
 - (n.1) publication of advertisements of a prospective adoptive parent's profile;
 - (o) any other services relating to an adoption that, in the opinion of a director, are necessary.
- (2)** An agency may charge to each approved applicant a flat rate fee to cover
- (a) counselling services concerning a proposed adoption placement that are requested by a guardian who wishes to place a child for adoption through the agency,
 - (b) post-placement counselling services requested by a guardian who has placed a child for adoption through the agency, and
 - (c) costs associated with program development and community outreach.
- (2.1)** A flat rate fee that is charged to an approved applicant under subsection (2)
- (a) is non-refundable, and
 - (b) is considered to be a fee or expense incurred by the agency for services provided to or for the benefit of that person.
- (3)** An agency may charge to a person whose child has been adopted the fees and expenses incurred in providing that person with counselling services relating to the adoption, where
- (a) the counselling services have been requested by that person, and
 - (b) 6 months has passed since the granting of the adoption order, if the adoption was processed through the agency.

(4) Not later than 30 days after the making of an adoption order, an agency must provide to a director an itemized statement showing the fees charged in respect of the adoption.

AR 187/2004 s23;251/2009;164/2010;241/2020;242/2020

Funds held in trust

24(1) An agency that requires payment in advance for any of its services must establish and maintain a separate account in a bank, treasury branch or trust company in which the funds received by the agency from any person who will be receiving services referred to in this Regulation must be deposited and, subject to subsection (2), held in trust by the agency for the person who will be receiving the services.

(2) A flat rate fee that is charged to an approved applicant under section 23(2) is not held in trust.

(3) Money held in trust under subsection (1) may only be withdrawn and used after notification to the person who paid the agency for the agency's services, and may only be used for fees and expenses specified in section 23(1) that are incurred by the agency for services provided to that person.

(4) Money held in trust after fees and expenses are paid must be returned to the person who paid the money to the agency.

(5) An agency must keep a separate book of accounts showing the deposits and withdrawals from the account established under subsection (1), the name of the person for whom each deposit or withdrawal is made and the date of each deposit or withdrawal from the account.

AR 187/2004 s24;241/2020

Advertising

25(1) An agency may advertise only in accordance with this section.

(2) Advertising by an agency must be in good taste and

- (a) must be truthful, accurate and not misleading to the public,
- (b) shall not claim or imply that the services of the agency are superior to those of another agency,
- (c) shall not guarantee an adoption placement or the adoption of a child, and
- (d) shall not publicize any service or activity that could identify

- (i) an applicant,
- (ii) a person who has applied under section 17(1),
- (iii) an adoptive parent or a prospective adoptive parent,
- (iv) a child placed or intended to be placed for adoption,
or
- (v) the guardian or biological parent of a child placed or
intended to be placed for adoption.

(3) An agency may publish an advertisement of a prospective adoptive parent's profile only in accordance with subsections (2) and (4) to (6).

(4) An agency must not advertise a prospective adoptive parent's profile for any purpose in relation to

- (a) a direct placement adoption, or
- (b) an international adoption under Part 2.

(5) An agency that advertises a prospective adoptive parent's profile must

- (a) maintain sole control of the advertised profile at all times,
- (b) ensure that all communication between the prospective adoptive parent and any parents or guardians responding to the advertised profile is managed by the agency, and
- (c) take reasonable steps to ensure that no person shares the advertised profile by republishing or posting it in any place or by any method.

(6) The advertisement by an agency of a prospective adoptive parent's profile must not include personal information about the prospective adoptive parent unless the prospective adoptive parent has consented to the inclusion of that information.

(7) If a director is of the opinion that advertising by an agency contravenes this section, the director may, in writing, order the agency to take the measures specified in the order within the time specified in the order.

AR 187/2004 s25;251/2009;242/2020

Part 2 International Adoption

Definitions

26 In this Part,

- (a) “international adoption” means
 - (i) an adoption to which Part 2, Division 6 of the Act applies by a person who is habitually resident in Alberta, or
 - (ii) an adoption by a person who is habitually resident in Alberta of a child who is not a Canadian citizen and has not been lawfully admitted to Canada for permanent residence, other than an adoption referred to in subclause (i);
- (b) “relative” means
 - (i) a grandparent,
 - (ii) an aunt or uncle, or
 - (iii) a great-aunt or great-uncle.

Guardianship orders

26.1 For greater certainty, this Part does not apply to a guardianship order obtained in another country and the director has no role with respect to an international guardianship order.

AR 241/2020 s6

Application for international adoption

27(1) An application to proceed with an international adoption must be submitted to a director in Form 8.

(2) A director shall not accept an application to proceed with an international adoption involving a country that has been declared by the Minister as being unacceptable for the purposes of international adoption unless

- (a) the applicant is a relative of the child to be adopted, and
 - (b) the director is satisfied that an application under the *Immigration and Refugee Protection Act (Canada)* for the child’s entry into Canada will be considered.
- (3)** Where the director accepts an application, the director must

- (a) advise the applicant of the requirements of international adoption, and
- (b) provide the applicant with an authorization to obtain a home study report from an agency.

AR 187/2004 s27;251/2009

Dealing with application

(1) An applicant must submit a completed home study report in Form 9 to a director for approval.

(2) On receiving a completed home study report, the director may

- (a) approve the home study report, if the director is satisfied that
 - (i) the home study report was completed no more than 6 months preceding its submission to the director,
 - (ii) the applicant meets the eligibility requirements for adoption in the child's country of origin,
 - (iii) the applicant is eligible and suited to adopt, and
 - (iv) the applicant has received training satisfactory to the director on preparation for international adoption,
- (b) request additional information
 - (i) from the applicant, or
 - (ii) from any source concerning the eligibility requirements for adoption in the child's country of origin,

or

(c) refuse to approve the home study report.

(3) An applicant shall submit an update report in Form 4 to a director every 12 months after approval of the report under subsection (1) until the applicant receives an adoption placement.

(4) Subsection (2)(b) applies to an update report submitted under subsection (3).

(5) An update report submitted under subsection (3) must be attached to and forms part of the home study report.

(6) A decision of the director to refuse to approve a home study report or an addendum to a home study report prepared in

accordance with section 29(2) may be appealed to an Appeal Panel by serving a notice of appeal as prescribed in the *Child, Youth and Family Enhancement Regulation*.

(6.1) An Appeal Panel may, after hearing an appeal under subsection (6),

- (a) confirm the director's decision, or
- (b) refer the matter back for reconsideration by the director.

(7) An applicant shall not proceed with an international adoption until a director has, in accordance with this section, approved the applicant's home study report and any addendum to the home study report required under section 29(2).

AR 187/2004 s28;251/2009

Notification of changes

29(1) An applicant must forthwith inform a director of any significant changes during the international adoption process that might affect eligibility or suitability to adopt including, without limitation, pregnancy, birth of a child, adoption of a child, absence from Alberta, poor health, changes in financial circumstances and changes in marital or adult interdependent relationships.

(2) A director may require an addendum to a home study report, in Form 10, where the director has reason to believe that there has been a significant change in circumstances such that the applicant's eligibility or suitability to adopt might be affected.

(3) Upon receiving a completed addendum to a home study report, the director may

- (a) approve the addendum to the home study report,
- (b) request additional information
 - (i) from the applicant, or
 - (ii) from any source concerning the eligibility requirements for adoption in the child's country of origin, or
- (c) refuse to approve the addendum to the home study report.

(4) Any addendum to a home study report prepared in accordance with subsection (2) must be attached to and forms part of the home study report.

AR 187/2004 s29;251/2009

Approval of adoption placement

30(1) Where an international adoption, other than an international adoption to which Part 2, Division 6 of the Act applies, involves a child whose country of origin requires the director's approval of an adoption placement, the director may, subject to subsection (2), approve the adoption placement of the child with the applicant if

- (a) the applicant has agreed to the adoption placement,
- (b) a home study report in Form 9 has been approved by the director and has been updated, where applicable, in accordance with section 28(3),
- (c) any addendum to a home study report prepared in accordance with section 29(2) has been approved by the director, and
- (d) the director and the responsible authority in the child's country of origin have agreed that the adoption may proceed.

(2) The director may not approve an adoption placement of more than one child with an applicant in a 12-month period unless

- (a) the children to be placed with the applicant are siblings, or
- (b) the director is satisfied that there are exceptional circumstances supporting the placement of more than one child with the applicant.

(3) Financial considerations related to the cost or timing of the application do not qualify as exceptional circumstances for the purposes of subsection (2)(b).

(4) A decision of the director to refuse to approve an adoption placement under this section may be appealed to an Appeal Panel by serving a notice of appeal as prescribed in the *Child, Youth and Family Enhancement Regulation*.

(5) An Appeal Panel may, after hearing an appeal under subsection (4),

- (a) confirm the director's decision, or
- (b) refer the matter back for reconsideration by the director.

AR 187/2004 s30:251/2009

Adoption where no approval required

31 Where an international adoption, other than an international adoption to which Part 2, Division 6 of the Act applies, involves a

child whose country of origin does not require the director's approval of an adoption placement, the applicant shall

- (a) obtain an adoption order in the child's country of origin, and
- (b) provide a copy of the original adoption order, and a translated copy of the adoption order, to the director.

Designation of competent authority

32 A director is designated as a competent authority for Alberta with respect to Part 2, Division 6 of the Act.

Part 3 General Provisions

33 Repealed AR 117/2008 s4.

Part 4 Repeals, Expiry and Coming into Force

Repeal

34 The following regulations are repealed:

- (a) the *Adoption Regulation* (AR 37/2002);
- (b) the *Intercountry Adoption Regulation* (AR 204/97).

35 Repealed AR 222/2025 s2.

Coming into force

36 This Regulation comes into force on the date that sections 63 to 82 of the *Child Welfare Amendment Act, 2003* come into force.

Schedule

Form 1

Application for a Licence or to Renew a Licence to Operate an Adoption Agency

- 1** Regarding the application of (corporate name of applicant) I am (name). I am authorized to represent the applicant.

2 Application

I am applying (check one of the following):

- for a licence to operate a licensed adoption agency.
 to renew a licence to operate a licensed adoption agency.

I have attached all the supporting documents required by section 3 of the *Adoption Regulation*.

I have enclosed the non-refundable application fee of

- \$200 for an initial licence.
 \$100 to renew a licence.

3 Information about Applicant**1** Information about the applying corporate body:

Registered office address: _____
 _____ (telephone number)

2 Information about the agency, if different from the corporate body:

_____ (name)
 _____ (address) _____ (telephone number)

3 _____ (Program Director)**4 Signatures**

(authorized officer's signature) _____ (date) _____ **Corporate Seal**

(authorized officer's signature) _____ (date) _____

Form 2**Notice of Decision: Licensing of Adoption Agency**

1 To: _____ (name of applicant or licensee)
 Address: _____ (address)

2 Licensing

Pursuant to section 88 or 89 of the *Child, Youth and Family Enhancement Act*, I give notice of my decision to:

refuse to issue a licence to operate an adoption agency:

Part B	Yes	No	Changes
Marital or adult interdependent relationships	___	___	_____
Family composition	___	___	_____
Understanding of adoption issues	___	___	_____
Child desired	___	___	_____
Any other significant changes (including any involvement with child intervention systems or criminal legal systems for all persons aged 12 years and over living in the home)	___	___	_____

Part C	Yes	No	Changes
References	___	___	_____

3 Signatures

 (Signature of applicant) _____ (date)

 (Signature of applicant) _____ (date)

Form 5**Family and Medical History****1 Section 1: Child's Information**

A Name of child: _____ (birthdate) (gender) _____

Birthplace and time of birth, if known: _____

Religion: _____

Has child been confirmed in child's faith: ___yes ___no
 ___ unknown

If yes, give details:

Racial Origin: _____ Ethnic Origin: _____

If registered First Nation Individual, (registration number) Band: (name) Band: (number)

If Metis: ___ (Metis settlement name or community) _____

Physical description of child: _____

Diagnosed birth or congenital health problems of child: _____

B Background (if newborn do not complete)

- Provide any information regarding where the child has lived, who parented the child, etc.
- Describe relationship with family or other significant persons.

C Development (if newborn do not complete)

- Discuss academic achievement and social adjustment to school.
- Describe any interests, hobbies or participation in sports.
- Provide copies of any psychological or psychiatric assessments which have been completed.
- Provide any known information regarding the child's emotional, social, developmental or cognitive functioning.

D Personality (if newborn do not complete)

- Discuss child's personality and behaviour.

2 Section 2: Birth Mother's Information

Name and address of mother: _____ (birthdate) _____

Birthplace: _____ Religion: _____

Racial Origin: _____ Ethnic Origin: _____

If registered First Nation Individual, (registration number)

Band: (name) Band: (number)

If Metis: (Metis settlement name or community)

Marital or adult interdependent relationship status: _____

Physical description: (height) (weight) (colour of eyes) (colour of hair)

Any unique features: _____

Education: _____ Employment: _____

Interests: _____

Personality: _____

Relationship with family: _____

Other children born to birth mother:

_____ (name)	_____ (birthdate)	_____ (gender)
_____ (name)	_____ (birthdate)	_____ (gender)

Who is caring for these children: _____

Birth mother's parents, brothers and sisters

 (name) (address) (birthdate) (gender)
 (name) (address) (birthdate) (gender)

- Describe any special talents, skills, traits within the family.

Additional comments of birth mother:

 (signature of birth mother)

3 Section 3: Birth Mother's Medical Information

- Describe the mother's general state of health.
- Describe physical, mental, emotional or medical conditions and treatment obtained for those conditions.
- Describe extent of use of any drugs, alcohol or tobacco (including prenatal use).
- Describe prenatal care received by mother.
- Describe any significant physical, mental, emotional or medical conditions within the extended family and any treatment obtained.

4 Section 4: Birth Father's Information

Name and address of father: _____ (birthdate) _____

Birthplace: _____ Religion: _____

Racial Origin: _____ Ethnic Origin: _____

If registered First Nation Individual, (registration number)

Band: (name) Band: (number)

If Metis: (Metis settlement name or community)

Marital or adult interdependent relationship status: _____

Physical description: (height) (weight) (colour of eyes) (colour of hair)

Any unique features: _____

Education: _____ Employment: _____

Interests: _____

Personality: _____

Relationship with family: _____

Other biological children of birth father:

**Form 6
Medical Report**

1 Regarding the child _____ (name) _____, born _____ (date) _____
Personal Health Number _____.

2 Referral

Date: _____ (date) _____

To: _____ (physician's name) From: _____ (caseworker) _____
 _____ (worksite) _____
 _____ (address) _____
 _____ (phone) _____

3 Information from Most Recent Care Giver

Feeding

___ seems normal for age
 ___ I am concerned about _____

Sleeping

___ seems normal for age
 ___ I am concerned about _____

Elimination

___ seems normal for age
 ___ I am concerned about _____

Development

___ seems normal for age
 ___ I am concerned about _____

Temperament

___ seems normal for age
 ___ I am concerned about _____

I also have concerns about:

(e.g. developmental delays,
 abuse, behaviour) _____

4 Information from Children and Family Services

Child's medical history: Prenatal:
 Mother's health, nutrition, use of
 alcohol, tobacco, other substances;
 Birth:
 Describe delivery and child's birth
 health, including vital stats and

apgars, chronic illness,
hospitalization, abuse: _____

Immunizations: _____ Up to date
_____ Not up to date
Name of public health centre: _____

Allergies: _____

Medications or Supplements: _____

I also have concerns about: _____

5 To be completed by a registered physician

5A Laboratory Findings (complete as necessary)

Test	Date	Results
Blood type	_____	_____
HB	_____	_____
Urinalysis	_____	_____
Urine C/S	_____	_____
TB test	_____	_____
Newborn metabolic screening	_____	_____
Other	_____	_____

5B Physical Examination (complete as applicable)

Head circumference _____ %tile
Height _____ %tile
Weight _____ %tile
Blood pressure _____ %tile

	Normal	Abnormal	N/A
Ant Fontanel	_____	_____	_____
Head (shape/size)	_____	_____	_____
Ears	_____	_____	_____
Eyes	_____	_____	_____
Oropharynx	_____	_____	_____
Teeth	_____	_____	_____
Lymph nodes	_____	_____	_____
Skin	_____	_____	_____
Nutrition/Iron	_____	_____	_____
Endocrine	_____	_____	_____
Respiratory	_____	_____	_____
Heart	_____	_____	_____
Abdomen	_____	_____	_____
Umbilicus	_____	_____	_____

Femoral pulses	_____	_____	_____
Hernias	_____	_____	_____
Genitalia	_____	_____	_____
Nervous system	_____	_____	_____
Upper limbs	_____	_____	_____
Lower limbs	_____	_____	_____
Hips	_____	_____	_____
Vision	_____	_____	_____
Hearing	_____	_____	_____
Concerns	_____		
Summary	_____		

5C Assessment Summary

- ___ Healthy child; no concerns
- ___ Diagnosis _____
- ___ Prognosis _____
- ___ Care plan and/or recommendations: (describe follow-up plan) _____

6 Examining Physician

_____ (name) _____ (area of practice)
 _____ (address)
 _____ (phone) _____ (date)
 _____ (physician's signature)

Form 7**Post-placement Assessment**

- 1** Name of applicant _____
 Name of child _____ (birthdate) _____

2 Assessment Information

I, _____ (name), _____ (position) a qualified person under the *Child, Youth and Family Enhancement Act*, have assessed the adjustment of the applicant(s) and the child to the placement of the child in the home of the applicant(s) and report as follows:

1. Describe the child's physical, mental and emotional level of development.
2. Describe the child's contact with any health professionals and the child's immunization program.
3. Describe the adjustment and bonding between the child, the applicant(s) and other family members.

as being unacceptable for the purposes of international adoption.

- We understand that a director will not support the adoption placement of more than one child within a 12-month period unless the children are siblings, or there are exceptional circumstances.
- We understand that a director must approve our completed home study report and any addendum to our home study report before we may proceed with our international adoption.
- We understand that we must complete training on preparation for international adoption before a director will approve our home study report.
- We understand that if a director refuses to approve our home study report or any addendum to our home study report, we may appeal that decision to an Appeal Panel.
- We will inform a director of any significant changes to our lives during the international adoption process (pregnancy, birth of a child, adoption, absence from Alberta, poor health, financial or marital or adult interdependent relationship changes). We understand that the adoption process may be placed “on hold” until the child’s country of origin confirms that we continue to be eligible for adoption.
- We understand that it is advisable to consult with a physician regarding the child’s health before accepting placement of the child.
- We understand that the Government of Alberta does not provide legal advice in the processing of our adoption.
- We understand that we are responsible for all costs of our adoption.

(applicant’s signature) (applicant’s signature) (year/month/day)

3 Authorization

Authorization is given to the Applicants to obtain a home study report from an Alberta Licensed Adoption Agency (List attached) for an international adoption of one child or a sibling group from:

_____ (child’s country of origin)

(Adoption Services designate’s signature)

(year/month/day)

Part 2: Family Dynamics

Describe the following:

- Family composition
- Relationship dynamics
- Previous marriages or long-term relationships
- Communications patterns
- Autonomy of individual family members
- Ability to solve problems and handle crisis
- Emotional interactions
- Family traditions
- Philosophy on child rearing
- Modes of behaviour control
- Interests and hobbies
- Social support network
- What arrangements have been made for alternative guardians for the child (include names, ages, education, occupation and income. Complete for international adoption only.)

Part 3: Home and Community

Describe the following:

- Physical space
- Safe environment assessment (include safe storage of medications and weapons, if any)
- Availability of resources
- Community involvement
- Contact with professional agencies

Part 4: Child Desired

- Is the home study for a specific child? If yes, describe relationship and involvement with child and birth family
- Age
- Male / Female
- Racial origin
- Sibling group
- Acceptable background characteristics
- Acceptable special needs
- Acceptability of birth family contact
- Acceptability of sibling contact
- Acceptability of an abandoned child with no background information
- Acceptability of a child who has lived in an institution
- Acceptability of legal risk placements
- Compatibility of applicants and child desired
- Does the assessor completing the home study agree with applicants' choices?

Part 5: Income

Describe the following:

- ___ The source and level of income and expenditures (include T4 slips)
- ___ The effect of a placement on family's finances

Part 6: Understanding and Motivation for Adoption

Describe the following:

- ___ Applicants' understanding of the legal, social, inter-racial and emotional aspects of adoption
- ___ Applicants' plans to promote child's cultural/racial/religious heritage and identity
- ___ Knowledge of the selected country (for international adoption only)
- ___ Applicants' motivation for selecting the country (for international adoption only)

Part 7: References

- ___ References (3 references for each applicant, regarding suitability - including relationship to applicant, if any, on what basis judgment is made about applicant's potential/actual parenting ability and summary of results of interview(s))

Part 8: Overview of Home Study Process

- ___ Date of personal visits (include amount of time spent at each interview and location of interview)
- ___ Persons interviewed (include confirmation that each person living in the home was interviewed separately and as a family)
- ___ Applicants' training and activities in support of their application

Part 9: Summary of Outcome of Home Study

- ___ Report prepared by
 - ___ Position
 - ___ Date report prepared
- ___ Report reviewed by
 - ___ Position
 - ___ Date report reviewed
- ___ Report reviewed by applicants: signature and date

Part 10: Placement Supports

- ___ Needed supports and services

- ___ Arrangements for the provision of the identified supports/services

Part 11: Recommendation/Approval of Assessor

- ___ Assessor Recommendation
 - ___ Approved
 - ___ Not Approved (provide brief summary)
- ___ Approved by Director of Private Licensed Adoption Agency (for agency and international adoptions)/Supervisor
- ___ Approved by Director, Children and Family Services (for international adoptions only)
- ___ Approved by Supervisor (for PGA/PGO adoptions)
- ___ Opinion of the child in respect of the application (if applicable)
- ___ Opinion of the child's birth parents in respect of the application (if applicable)

This home study report is not valid until it is approved, under seal by Children and Family Services (for international adoptions)

Form 10

Addendum to Home Study Report

Part 1:

- ___ Name
- ___ Address, street, city, province, postal code
- ___ Mailing address, if different from above
- ___ Telephone (residence, business, cellular), e-mail

Part 2: Updated Information to the Home Study Report

(complete only those sections where changes have occurred)

Applicants Information

- ___ Health
- ___ Education
- ___ Source and level of income and expenditures (include T4 slips)
- ___ The effect of a placement on the adoptive family's finances

Family Dynamics

- ___ Marital or adult interdependent relationship
- ___ Family composition

- Arrangements for alternative guardian (international adoption only)
- Social support network

Home and Community

- Residence
- Physical space
- Safe environment assessment (include safe storage of medications and weapons, if any)
- Availability of resources
- Community involvement
- Contact with professional agencies

Child Desired

- Age
- Male or Female
- Racial origin
- Sibling group (yes/no)
- Acceptable background characteristics
- Acceptable special needs
- Acceptability of birth family contact
- Acceptability of sibling contact
- Acceptability of an abandoned child with no background information
- Acceptability of a child who has lived in an institution
- Acceptability of a legal risk placements
- Compatibility of applicants and child desired
- Does the assessor completing the home study agree with applicants' choices?

Involvement with Legal and Child Intervention Systems

- Applicants
- Other residents in the home age 12 and over

Part 3: Other Significant Changes and Their Impact on Adoption

Part 4: Updated Documents (international adoption only)

Part 5: Overview of Addendum to Home Study Process

- Date of personal visits
- Persons interviewed

Part 6: Summary of Outcome of Home Study

- Addendum prepared by (position/date)

- ___ Addendum reviewed by (position/date)
- ___ Addendum reviewed by applicants (signature and date)

Part 7: Recommendation/Approval of Assessor

- ___ Assessor Recommendation (Approved/Not Approved (provide brief summary))
- ___ Approved by Director of Private Licensed Adoption Agency (for agency and international adoptions)/Supervisor
- ___ Approved by Director, Children and Family Services (for international adoptions only)
- ___ Approved by Supervisor (for PGA/PGO adoptions)
- ___ Opinion of the child in respect of the application (if applicable)
- ___ Opinion of the child's birth parents in respect of the application (if applicable)

This Addendum is not valid until it is approved, under seal by Children and Family Services (for international adoptions).

AR 187/2004 Forms;68/2008;117/2008;251/2009;31/2012;33/2019;
98/2023



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