



Guide: Hague Convention Adoptions

Post adoption guide for parents

Disclaimer: this document is for guidelines only and should not be used as a substitute for independent legal advice from a lawyer experienced in overseas adoption.

Introduction

This document provides guidance on the process to follow for registration of life events¹ following an intercountry adoption. It will help adoptive parents navigate the tasks they need to complete with the Department of Internal Affairs after the adoption certificate has been issued.

The information is aimed at New Zealand parents or permanent residents, living in New Zealand, who have adopted a child from a country which is a signatory to the Hague Convention on Protection of Children & Cooperation in Respect of Intercountry Adoption (The Hague Convention or The Convention).

If all the requirements of the Convention adoption are met, a Certificate under Article 23 of the Convention will be issued. This confirms that the adoption has complied with the requirements of the Convention and has the same effect as an Adoption Order made under the New Zealand Family Court.

The role of the Department of Internal Affairs is to establish any claim to New Zealand citizenship that a child adopted in a country outside New Zealand may have, following the finalisation of the adoption. The Department is also responsible for registering name changes and issuing passports and post-adoptive birth certificates.

Contact us

Email: staykiwi@dia.govt.nz

Freephone: 0800 22 51 51 within New Zealand

Phone: +64 4 463 9361 outside New Zealand

¹ Such as a birth, name change or citizenship.



Contents

Step 1 – Register a name change for your child.....	2
Step 2 – Complete a post-adoptive birth registration	3
Step 3 – Apply for New Zealand Citizenship for your child	3
Step 4– Apply for a New Zealand passport for your child.....	5
Step 5 –Order a birth certificate for your child	5
Checklist of documents required	6
Hague Adoptions - Applications cover-sheet:.....	10

What is the process to apply?

Parents are encouraged to send the applications for the following 5 steps, along with the cover-sheet for Hague Adoptions available on page 10 of this Guide, all at once.

Step 1 – Register a name change for your child

If you would like to change the name of your child after the adoption, you will need to complete a name change application form. There are two different forms to apply for a name change. Your choice of form depends on the age of your child at the time you submit the application for a name change.

- If your child is **under two** years of age, you should submit an [application to register a name change within 2 years of birth \(Form bdm36\)](#)
- If your child is **over two** years of age, you should submit an [BDM123-Application-to-register-a-name-change-aged-15-and-under.pdf \(www.govt.nz\)](#)

If you want the new name to appear on the child’s citizenship certificate, you will need to apply for the name change at the same time as citizenship.

You may want to order a name change certificate; however this is not required for your other interactions with the Department of Internal Affairs as this information will be held in our records.



Step 2 – Complete a post-adoptive birth registration

In 2018, The Department of Internal Affairs began registering Hague Convention adoptions after undertaking significant cross-agency work with Oranga Tamariki, to enable adoptive parents to [obtain a New Zealand birth certificate](#) for their adopted child.

Birth registration is the first official step to establish claim of New Zealand citizenship for your child. The New Zealand birth registration will be based on the details of the child's Article 23 Certificate and, if you have registered a name change for your child, it will show the new name. There is no cost to register the post-adoptive birth.

Step 3 – Apply for New Zealand Citizenship for your child

The Department of Internal Affairs will need to establish any claims to New Zealand citizenship that the child may have, following the finalisation of the adoption. You will need to include the citizenship cover-sheets for Hague Adoptions with the application. Whether the Article 23 certificate was issued in the child's state of origin, or in New Zealand, will determine which pathway to use for establishing any claim to New Zealand citizenship for your child.

If you have applied for a name change for your child prior to Citizenship, the New Zealand Citizenship certificate will be issued under the new name.

Where the certificate was issued by the New Zealand authority

If the New Zealand Central authority created the Article 23², your child is entitled to New Zealand Citizenship by birth. Your child's citizenship will be registered at the same time as the New Zealand finalisation of the adoption process. You can order a New Zealand birth certificate immediately. The New Zealand birth certificate can be used as proof of citizenship, the details will be based on the child's Article 23 certificate.

Where the certificate was issued by the child's state of origin

Where the certificate was issued by the child's state of origin, there are two ways of getting New Zealand citizenship for your child: citizenship by descent or citizenship by grant.

² If a child has come in to New Zealand to adoptive parents for a trial placement, where the placement is monitored and supported and reported back to the country of origin, and when the finalisation is agreed between New Zealand and the country of origin.



Citizenship by descent

If you are a New Zealand citizen, by birth or by grant, your adopted child is entitled to New Zealand citizenship by descent according to [Section \(3\) \(2\) \(ba\) of the Citizenship Act 1977](#). You will need to register your child's citizenship to get a New Zealand passport. Citizens by descent have all the rights of New Zealand Citizenship, **except** that they cannot pass on their citizenship to any children born outside NZ.

You will need to complete the following form to register the [New Zealand citizenship by descent and apply for a passport](#) for your child.

Citizenship by grant

If you are a New Zealand citizen by descent or a New Zealand permanent resident, you will need to submit an application form for [New Zealand citizenship by grant for your child](#).

Please check the [citizenship guide notes](#) to ensure you and your child meet the requirements.

If you are a New Zealand citizen, by birth or by grant, you may also choose to consider New Zealand citizenship by grant for your child rather than descent.

You may need to show proof of:

- entitlement to reside, and
- presence in New Zealand, and
- intention to continue to reside in New Zealand.

If you can apply for both, which type of citizenship should you choose?

Most parents prefer to apply for Citizenship by grant for their child, as the child will then be able to pass it on to their children if born outside of New Zealand.

It is possible to apply for citizenship by descent, then change to citizenship by grant at a later stage. However, you will need to complete two applications and pay for fees to register the descent and then the grant.

Oranga Tamariki will only facilitate a Hague adoption application when parents have been granted permanent residence by Immigration New Zealand.

If you (adoptive parents) are residents, but not New Zealand citizens or permanent residents, and the adoption is recognised under the Hague Convention, you will need to apply for a visa for your dependent child to get [Residency under the Family Dependent Child Category](#).



Step 4– Apply for a New Zealand passport for your child

Once your child has obtained New Zealand citizenship, you can apply to get a New Zealand passport for your child.

You will need to complete a form to [apply for a new passport for a child under 16 year old](#).

Step 5 –Order a birth certificate for your child

Some countries will issue a pre-adoptive birth certificate but not always. Many countries will issue a post adoption birth certificate when a Hague convention has been finalised in a court. In some cases, the country from which your child is being adopted will not issue a new birth certificate to the child after they have been adopted.

A New Zealand birth certificate will show the adoptive parent's relationship to the adopted child. The certificate can be used to enrol your child in core services such as health care and education.

Where an Article 23 certificate specifies the child's post-adoptive names those will be the names registered and shown on certificates. Where the Article 23 certificate does not specify a child's post-adoptive names their pre-adoptive names will be the name registered and showing on resulting certificates, which will also display any subsequent name changes for the child.



Checklist of documents required

Step	Activity	Application form	Documents required	Cost
1	Name change			
	If your child is UNDER 2 years of change	Application to register a Name Change within 2 Years of Birth https://www.govt.nz/dmsdocument/7271-application-to-register-a-name-change-within-2-years-of-birth-bdm36-pdf	<ul style="list-style-type: none"> Adoption order or birth certificate. 	\$ 55.00
	If your child is OVER 2 years of change	Application to register a Name Change for person aged under 18 BDM123-Application-to-register-a-name-change-aged-15-and-under.pdf www.govt.nz	Child: <ul style="list-style-type: none"> Adoption order or birth certificate. Evidence of entitlement to be in New Zealand. Parent(s): <ul style="list-style-type: none"> All guardians must each provide a certified true copy of an identification document, which includes their photo. All guardians must each prove use of their identity in the community by providing copies of two documents from different sources. 	\$ 170.00



2& 5	Birth registration (post-adoptive)		
	<p>Notification of birth form and order a Post-adoptive birth certificate</p> <p>https://www.govt.nz/assets/Documents/Family-and-whanau/Notification-of-birth-for-registration-of-child-born-in-NZ-BDM27.pdf</p>	<p>Child:</p> <ul style="list-style-type: none"> • Adoption order • Citizenship document (if Article 23 certificate finalised overseas) <p>New Zealand Parent(s):</p> <ul style="list-style-type: none"> • Proof of Identity (New Zealand birth details or photocopy of identity document) 	<p>Birth registration Free</p> <p>Birth certificate \$ 33.00 (Standard) \$ 35.00 (decorative)</p>



3	New Zealand citizenship			
	<p>Citizenship by grant</p>	<p>Application for New Zealand Citizenship – Child (under 16 years)</p> <p>https://www.govt.nz/assets/Documents/Passports-citizenship-and-identity/Application-for-NZ-citizenship-child.pdf</p> <p>Additional guidance is available here</p>	<ul style="list-style-type: none"> Cover-sheets for Hague Adoptions <p>Child:</p> <ul style="list-style-type: none"> Pre-adoptive and post-adoptive birth certificates (or equivalent if not available). Certified copy of adoption certificate and a translation, if original not in English. Current passport(s), travel documents or equivalent (or most recent if it has expired). Two passport photos (less than six months old), certified by a valid witness. Change of name documents (if the child has changed their name). <p>Parent(s):</p> <ul style="list-style-type: none"> Both parents’ passports. 	<p>\$ 235.10</p>
<p>Citizenship by descent & passport</p>	<p>Application for New Zealand Citizenship by Descent & Passport - Child (under 16 years)</p> <p>https://www.govt.nz/dmsdocument/7334-application-for-nz-citizenship-by-descent-and-passport-child</p> <p>You can use this form to register your child’s citizenship by descent only, or to register your child’s citizenship by descent and apply for a New Zealand passport for them</p>	<ul style="list-style-type: none"> Cover-sheets for Hague Adoptions <p>Child:</p> <ul style="list-style-type: none"> Pre-adoptive and post-adoptive birth certificates (or equivalent if not available). Adoption certificate. Two photos. Change of name documents (if the child has changed their name). <p>New Zealand Parent(s):</p> <ul style="list-style-type: none"> Most recent New Zealand passport number. Change of name document (if you have changed your name.) 	<p>\$ 204.40 (Citizenship)</p> <p>\$ 324.40 (Citizenship + Passport)</p>	



4	New Zealand passport		
	New Zealand passport	Child-PPT.pdf (passports.govt.nz)	<p>Child:</p> <ul style="list-style-type: none"> Two photos (one signed at the back by the child's witness). <p>New Zealand Parent(s):</p> <ul style="list-style-type: none"> Consent for issue of a passport to a child.



Cover-sheet for Hague adoptions applications

CHILD: Your child's details

First and middle Names	
Surname	
Date of birth	

PARENT 1: Your details

First Name	
Surname	
Email	
Phone	

PARENT 2: Your details

First Name	
Surname	
Email	
Phone	



Service required	
<input type="checkbox"/>	<p>Application for a Name change</p> <ul style="list-style-type: none"> If your child is under two years of age, you should submit application to register a name change within 2 years of birth (Form bdm36) https://www.govt.nz/dmsdocument/7271-application-to-register-a-name-change-within-2-years-of-birth-bdm36-pdf <p>OR</p> <ul style="list-style-type: none"> If your child is over two years of age, you should submit an application to register a name change for person aged under 18 (Form bdm122) BDM123-Application-to-register-a-name-change-aged-15-and-under.pdf www.govt.nz
<input type="checkbox"/>	<p>Application for New Zealand Citizenship</p> <ul style="list-style-type: none"> Citizenship by grant: Completed application form for NZ Citizenship - Child https://www.govt.nz/assets/Documents/Passports-citizenship-and-identity/Application-for-NZ-citizenship-child.pdf <p>OR</p> <ul style="list-style-type: none"> Citizenship by descent: Completed application for New Zealand Citizenship by Descent & Passport - Child https://www.govt.nz/assets/Documents/Passports-citizenship-and-identity/application-for-new-zealand-citizenship-by-descent-and-passport-child.pdf <p><i>Note: Citizens by descent have all the rights of New Zealand Citizenship, except that they cannot pass on their citizenship to any children born outside New Zealand.</i></p>
<input type="checkbox"/>	<p>Application for a New Zealand Passport</p> <p>Completed application form for a NZ Passport - Child Child-PPT.pdf (passports.govt.nz)</p>
<input type="checkbox"/>	<p>Application for a New Zealand post-adoptive birth certificate</p> <ul style="list-style-type: none"> Post- adoptive birth registration: Completed form - Notification of Birth for Registration of child born in New Zealand including post-adoptive birth certificate https://www.govt.nz/assets/Documents/Family-and-whanau/Notification-of-birth-for-registration-of-child-born-in-NZ-BDM27.pdf

<p>Documents submitted Please provide originals</p>
--



<input type="checkbox"/>	Article 23 – Adoption certificate / adoption order
<input type="checkbox"/>	Translation of the adoption certificate / order if the original is not in English
<input type="checkbox"/>	Pre-adoptive birth certificate (or equivalent) <i>NOTE: If the document is not available, please provide a letter explaining why the document is not available.</i>
<input type="checkbox"/>	Post- adoptive birth certificate (or equivalent) <i>NOTE: If the document is not available, please provide a letter explaining why the document is not available.</i>
<input type="checkbox"/>	Child’s passport or other travel document
<input type="checkbox"/>	Evidence of Entitlement to be in New Zealand (Visa or permit issued by Immigration NZ)
<input type="checkbox"/>	Two passport photos for the child (one photo certified by witness on passport application form)
<input type="checkbox"/>	Parent 1 Passport
<input type="checkbox"/>	Parent 2 passport
<input type="checkbox"/>	Proof of intention to continue reside in New Zealand (such as but not limited to child enrolled in medical facility, enrolment in local childcare or school, lease or tenancy agreements, utility accounts (gas, electricity, water, phone).

Please send all documents to:

BY POST	BY COURIER
Attn: Rita Foese HAGUE ADOPTIONS The New Zealand Citizenship Office PO Box 10680 Wellington 6143	Attn: Rita Foese HAGUE ADOPTIONS Level 2 7 Waterloo Quay Wellington 6011