The Court Manager

Canterbury County Court

The Law Courts

Chaucer Road

Canterbury

Kent

CT1 1ZA

or (please delete as appropriate)

The Court Manager

Medway County Court

Anchorage House

|  |  |  |
| --- | --- | --- |
| 47-67 High Street  Chatham  Kent  ME4 4DW |  | |
| tel: |  |
| ask for: |  |
| email: |  |
| fax: |  |
| our ref: |  |
| your ref: |  |
| date: |  |

Dear Sirs

**[child’s name] –Application for an Adoption Order**

Please find enclosed for the Court’s file and for issue the following documents:

1. Application for an Adoption Order dated [date] and 3 copies
2. Annex A Report prepared by [name of worker] dated [date]
3. Birth Certificate in respect of [name of child]
4. Copy of Care Order dated [date] and Placement Order dated [date]
5. 2 photocopies of passport of [prospective adopter/s]
6. …..

I also enclose a cheque in the sum of £170.00, being the issue fee for this application.

I request that this application be issued in the [Medway/Canterbury] County Court and listed for hearing in the [Medway/Canterbury] County Court as the Local Authority does not have an address for the [birth mother/birth father/birth parents] and it is likely that there will be issues in relation to service of notice of the adoption proceedings on them.

The Local Authority seeks an order that the Department for Work and Pensions shall disclose to Kent County Council the current or last known address of [birth mother/birth father] (D.O.B. ) within 7 days of the date of this order being served upon [him/her], however, if the Department for Work and Pensions identify more than one person with the same name and date of birth it shall revert to Kent County Council for further information.

I look forward to hearing from the Court as soon possible with the issued application, notice of hearing and any directions.

Yours faithfully

**[name]**

**Adoption Social Worker**