APPLICATION PACKAGE

Application to foster or adopt a child or youth



Updated: January 28, 2025

About

Welcome to the application to foster or adopt a child or youth. This is the first step in providing a New Brunswick child or youth with a safe and loving home when they need it the most.

This application is lengthy because there is a lot to learn about you!

There will be some questions you can answer right away and other information that might take you a little longer (for example providing your criminal record check). To submit this application, all questions need to be answered, unless the question says (optional).

Your personal information is collected and will be used under the authority of the <u>Right to Information and Protection of Privacy Act</u>, Chapter R-10.6, and the <u>Child</u> <u>and Youth Well-Being Act</u>, Chapter 2022 c.35.

One last thing, before you get started. Adoption and fostering are very big decisions, and we want this application to help you think about what you might expect. Some questions are personal and will require you to think about your own experiences with your parents, as a child, and your relationships.

Children and youth who need a home are relying on us to make sure we prepare families to be safe and supportive environments who can address their unique needs. Fostering and adopting is not for everyone, and that's ok. It is very important that we get to know you, your strengths, and your challenges, so please give yourself the time to reflect and be completely honest.

Fostering or adoption: which is right for me?

While fostering and adoption share the same goal of helping children and youth, they are different. Adoption is a lifelong commitment and a permanent parent-child/youth relationship. Fostering is usually short-term and provides a safe, temporary home with care and support.

Research has shown that children and youth do best when they grow up with people they know and who love them. The best interest of the child or youth is our top priority.

If your main goal is to adopt a child or youth, please make this clear during your application and assessment. Fostering is not a quicker path to adoption. While a

foster parent may be the best long-term option, the priority is always what is best for the child or youth.

Need help with your application? Contact us.

Get help with your online application by emailing: socialsupportsnb@gnb.ca.

If you have questions about your application or would like to speak with someone about fostering or adoption, email <u>adoption@gnb.ca</u> / <u>fosterfamilies_famillesdaccueil@gnb.ca</u>.

Who qualifies?

Fostering or adoption may be right for you if you:

- Are 19 years of age or older (professional care homes require you to be 21),
- Are a Canadian citizen or permanent resident,
- Live in New Brunswick,
- Have a living space that provides a <u>secure and healthy environment for</u> <u>children/youth</u>, and
- Complete the application, training, and review process.
 - All applicants must be willing to participate in <u>PRIDE (Parent Resources</u> for Information, Development and Education) Virtual Training.

How do I apply

Apply online

Applying online to adopt or foster a child or youth through the Community Care NB Portal (CCNB) is the quickest and easiest way to apply.

This new and secure feature allows you to apply online, safely upload documents, save your progress, and access important resources/information. If you have trouble with the application (answering questions, something not working, etc.) or have questions about the adoption/fostering process, support is available.

To apply online, visit Social Supports NB's foster and/or adoption pages at:

- o <u>socialsupportsnb.ca/foster</u>
- o <u>socialsupportsnb.ca/adopt</u>

Apply by paper

If you prefer, you can email your completed application forms and supporting documents to adoption@gnb.ca / <a href="mailto:families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_families_fami

Foster/Adoption

551 King St. Sartain MacDonald Building PO Box 6000 Fredericton, NB E3B 1E7

Please allow for extra processing time if you mail your application.

Adopting an infant

Children and youth of all ages need a forever home.

At this time, the minimum waiting period to adopt an infant in New Brunswick is 7 years.

If you are certain that you are only able to adopt an infant under the age of 2 years old:

- 1) Complete *ONLY the first two sections of the application:
 - Your Information, and
 - Household Interests

*To make sure your information is current, you will be invited to complete the rest of the application (including references and safety/background checks) closer to when your assessment begins. Please do not complete your Criminal Record checks and/or provide references in advance.

If you are open to adopting a child or youth both under AND over the age of 2:

1) Complete all sections of the application.

Adopting a child is a big decision. You can change your mind about age or other preferences at any time during the application process.

What do I need?

Complete and submit the following to apply to foster or adopt a child or youth:

Note: If you are applying online, everything below is automatically included in the application process. If applying by mail, please complete and include the following documents with your application.

To avoid delays, please ensure that all images or photocopies of documents are:

- Clear and easy to read, and
- Fully visible (with no glare, shadows, or cut-off edges).

Application to foster or adopt a child or youth

Social Development record check consent form(s)

The Department of Social Development must check if any adults living the household have been involved in any reported, investigated, or substantiated cases of abuse or neglect of a child, youth, senior, or person with a disability.

<u>All adults (19 years or older) living in the household</u> will need to complete their own form.

Criminal and Vulnerable Sector Record Check(s)

As part of the application process, we must review the criminal history of:

- <u>All adults (19 years or older) living in the household</u>, and
- Any immediate family members with a criminal history. Immediate family members include spouse or common-law partner, biological or adopted child(ren), and/or siblings.

To do this, we will require a Criminal and Vulnerable Sector Record Check for all adults and applicable family members.

1 A Criminal and Vulnerable Sector Record Check, is a special kind of background check done by the police. This check is done to make sure that people who want certain jobs or responsibilities are safe and trustworthy.

<u>**Criminal Checks</u>** will look at your criminal history to see if you have done something against the law in the past.</u>

<u>Vulnerability Sector Checks</u> help identify people who may pose a risk to the safety of vulnerable groups (ex: children or youth, seniors, people living with a disability, etc.).

It is important to note that a history of criminal involvement among family members does not automatically disqualify you from becoming a foster family or adopting a child or youth. We consider each case individually.

Obtaining your criminal and vulnerable sector check(s)

 Visit or contact your local RCMP or police force to process your application for a certified Criminal and Vulnerable Sector Record Check. To find an RCMP location near you, visit <u>rcmp-grc.gc.ca</u>. To find a police force near you, visit GNB's Crime Prevention and Reduction website at <u>https://www2.gnb.ca/content/gnb/en/corporate/promo/crime-prevention-and-reduction.html#4</u>.

Each office has their own process that you will need to follow.

- 2. Once the RCMP or police service has processed your Criminal and Vulnerable Sector Record Check(s), they will provide you with the necessary documentation.
- 3. Submit your Criminal and Vulnerable Sector Record Check(s) with your application.

OBTAINING YOUR CHECK(S) FOR FREE

For Foster Families and Kinship Care

The <u>Royal Canadian Mounted Police/Municipal and Regional Police Forces</u> letter template allows individuals involved in the foster or kinship application process to obtain a criminal and vulnerable sector record check for free.

All adults and applicable family members must complete the information required on the template. Each person will require their own copy.

Remember to bring your completed letter template when you go to your local police force. This letter will be used to waive fees.

☑ Names and contact details of three references

Caring for children and/or youth is a significant responsibility, and references play a crucial role in helping us understand your qualifications and readiness.

Submitting Your References

1. Please download and/or print the applicable reference forms below and send to <u>three</u> **non-family references**.

If you are applying **as a couple**:

- Reference form couple applicants (English)
- <u>Reference form couple applicants (French)</u>

If you are applying **as a single**:

- <u>Reference form single applicants (English)</u>
- <u>Reference form single applicants (French)</u>

2. Referees will **complete and send their own forms** directly to Social Development. Submission instructions are located at the bottom of their reference form.

Referees can email completed form to <u>adoption@gnb.ca</u> /<u>fosterfamilies_famillesdaccueil@gnb.ca</u> OR mail to:

Attn: Marika Verreault-Leblanc Foster/Adoption 551 King St. Sartain MacDonald Building PO Box 6000, Fredericton, NB E3B 1E7

3. Once received, completed reference forms will be added to your application. Your referee's answers are confidential and will not be shared with you. If additional information is required, we will contact your references directly.

Family Assessment

The Structured Analysis Family Evaluation (SAFE) Questionnaire helps us understand your family dynamics, experiences, and readiness for welcoming a child or youth into your home. It is developed and owned by Consortium for Children (© 2022).

- Single Applicants SAFE Questionnaire I: Single Applicant, OR
- <u>Couple Applicants</u> SAFE Questionnaire I: Couple Applicant (to be completed by both applicants)

Submit your application

Try our online Application

FASTER | EASIER | 24/7 | SECURE | ONLINE SUPPORT

As a reminder, applying online to adopt or foster a child or youth through the Community Care NB Portal (CCNB) is the quickest and easiest way to apply.

This new and secure feature allows you to apply online, safely upload documents, save your progress, and access important resources/information.

Apply online to:

- Adopt a child or youth <u>socialsupportsnb.ca/adopt</u>
- Foster a child or youth <u>socialsupportsnb.ca/foster</u>

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(Apply Online 流) FASTEF	R EASIER 24/7	SECURE	ONLINE SUPP	PORT		
<u> </u>				L	ast updat	ed : January 28, 2025
Your Information						
Are you single or applying a couple if you have a partner	-		🗆 Sin	gle	🗆 Coupl	e
Important information for couples: Both you and your partner must agree to foster or adopt together. We can't accept applications from only one person in a partnership. Please choose one of you to be the 'primary applicant' and the other person will be the 'secondary applicant'. The primary applicant answers for themselves AND the household. Questions for the secondary applicant begin on page 8.						
First name	Middle name		Preferred name		Last nam	e
Previous name(s)	Information abou verify your ide maintain/revie reach out to r names.	entity, ew accura	te records, and	d		nad helps us: you by different
Email	Phone number		Alternate phone	e number	Date of b	irth (YYYY-MM-DD)
Place of birth (town/city/province)					
Street number / street	Apartment #	City/Town	/Village	Province		Postal code
HOUSEHOLD MAILING ADD	RESS					
\Box Mailing address is the same as						
Street number / street	Apartment #	City/Town	/Village	Province		Postal code
Have you lived in any provinces or territories outside of New Brunswick? Please select all that apply: If yes, please explain when	 Prince Edward Nova Scotia Quebec Newfoundlanc Labrador and where you live 	land	□ Ontario □ Manitoba □ Saskatch □ Alberta		□ Yuko □ Nuna	
						0
Have you lived outside of Canada?						
If yes, please explain when		al.				

Application to foster or adopt a child or youth



socialsupportsnb.ca/foster | socialsupportsnb.ca/adopt

How would you prefer to communicate with Social Development?					
What is your preferred language for <u>speaking</u> ?					
What is your preferred language for <u>writing</u> ?					
Do you have communication needs we should be aware of? (ex: Yes No translator, hearing impaired, communication devices, ASL, etc.) If yes, please explain:					
Children and youth who need a safe home environment come from different cultures, religions, and communities. We are committed to helping children and youth maintain connections to their cultures and practices. The next two questions are optional . Whether or not you choose to answer, will have no impact on the approval process.					
Which race category best describes you? Please select all that apply: (optional)	 African Cana East Asian: C Japanese, Indigenous: F Inuk/Inuit de Latino: Latin descent Middle Easter Asian descer Iranian, Leba 	an, Afro-Caribbean, adian descent Chinese, Korean, First Nations, Métis, escent American, Hispanic ern: Arab, Persian, West at (e.g, Afghan, Egyptian, nese, Turkish, Kurdish) bean descent, American	 South Asian: South Asian descent (e.g., East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo- Caribbean) Southeast Asian: Taiwanese descent or Filipino, Vietnamese, Cambodian, Thai, Indonesian, other Southeast Asian descent Do not know Prefer not to answer Another race category, please explain: 		
If you feel it can h getting to know yo matching you with youth, please sele religion. (optional)	ou and/or n a child or ect your	 Buddhist Christian Hindu Jewish Muslim Sikh 	 Traditional (North American Indigenous) No religion and secular perspectives Prefer not to answer Another religion or spiritual traditions; please explain: 		

Do you smoke/vape tobacco and/or cannabis?	□ Yes	□ No
Smoking/vaping is not allowed inside the house or in any enclosed space when a child or youth is in your care.		
Do you have a primary health care provider (doctor or nurse practitioner)?	□ Yes	□ No
If you do NOT have a health care provider, you can register to be matched with a New Brunswick family doctor or nurse practitioner. Visit GNB.ca and search ' <u>Accessing healthcare</u> '.		

Your Household Interests

How did you become aware of our need for foster/adoption	□ Social media	□ Social Worker	
	families?	□ Friend	□ Community event
		□ Family member	□ Advertisement
		□ Someone at Social Development	□ Healthcare provider
		□ Other adoptive or foster families	□ Other

Please let us know why you are interested in opening your home to a child or youth.

Which of the following supports are you interested or willing to provide to children and youth? Please select all that apply:	 Short term and immediate home (for example, the same night a child is removed from a dangerous situation) Respite or relief for other foster parents Fostering Please note: While fostering and adoption share the same goal of helping children and youth, there is no direct path from fostering to adoption. The best interest of the child or youth is top priority. In most cases, this means focusing on pre-existing relationships, like living with their family. Adoption Full-time support of a child or youth with complex needs (Professional Care Home) 			
Which of the following children and/or youth do you feel able to support in your home? Please select all that apply:	 No preference Infants (0-2 years old) Children under 12 years old Children and youth over the age of 12 Sibling groups Male Female Specific culture, race, and religious preferences or considerations, please explain: 	 Children or youth from another province Non-binary - Non-binary means a person doesn't identify as strictly male or female. They may see themselves as a mix of both genders, somewhere in between, or completely different. Children or youth who maintain contact with member(s) of their birth family. Children or youth with special needs (mental or physical disability) 		
Could you support, or be willing to learn how to support, a child or youth with the following experiences? Please select all that apply:	 Medical condition (ex. diabetes, epilepsy, allergies) Physical disability (ex. blind, deaf, wheelchair, Cerebral Palsy) Developmental disability Fetal Alcohol Spectrum Intellectual Disability 	 Autism Spectrum Mental Health struggles (ex. depression, suicide attempts) Substance abuse Behavioural struggles (e.x, stealing, withdrawn, meltdowns) Limited information about the child or youth. 		

Your Household

Who lives in your household? Please also include people who live in your household some of the time (ex: custody arrangement).

Additional household	member 1 (if applicable)			
First name		Last name		Date of birth (YYYY-MM-DD)
Relationship				
🗆 Child	Adopted child	Foster child	🗆 Pare	ent
□ Friend	□ Other relative	Other non-relative		Other
Additional household I	member 2 (if applicable)			
First name		Last name		Date of birth (YYYY-MM-DD)
Relationship				
🗆 Child	\Box Adopted child	Foster child	🗆 Pare	ent
□ Friend	\Box Other relative	Other non-relative		Other
Additional household I	member 3 (if applicable)			
First name		Last name		Date of birth (YYYY-MM-DD)
Relationship				
🗆 Child	\Box Adopted child	Foster child	🗆 Pare	ent
□ Friend	□ Other relative	Other non-relative		Other
Additional household	member 4 (if applicable)			
First name		Last name		Date of birth (YYYY-MM-DD)
Relationship				
🗆 Child	\Box Adopted child	Foster child	🗆 Pare	ent
□ Friend	□ Other relative	Other non-relative		Other
Additional household	member 5 (if applicable)			
First name		Last name		Date of birth (YYYY-MM-DD)
Relationship				
🗆 Child	\Box Adopted child	Foster child	🗆 Pare	ent
□ Friend	□ Other relative	□ Other non-relative		Other
Additional household	member 6 (if applicable)			
First name		Last name		Date of birth (YYYY-MM-DD)
Relationship				
🗆 Child	Adopted child	Foster child	🗆 Pare	ent
□ Friend	□ Other relative	Other non-relative		Other

Do you have any children who do not live in your household? (ex: young adults who have moved out on their own, children that may live with another parent from a previous relationship, etc.)				
Child who does not live in your household 1 (if	applicable)			
First name	Last name		Date of birth	(YYYY-MM-DD)
Child who does not live in your household 2 (if	applicable)			
First name	Last name		Date of birth	(YYYY-MM-DD)
Child who does not live in your household 3 (if	applicable)			
First name	Last name		Date of birth	(YYYY-MM-DD)
Child who does not live in your household 4 (if	applicable)			
First name	Last name		Date of birth	(YYYY-MM-DD)
To complete the application process, all adults in your household need to be aware of and consent to participating. Are all household members aware that you are applying to become a foster family and/or to adopt a child or youth?				
 Yes, I confirm that I have notified all members of the household that I am applying to become a foster family and/or adopt a child or youth. No 				
Do you have any pets?	□ None	□ Cats □] Dogs	□ Other

Please provide details on your pets	(ex: how many you have,	, comfort level around	children, etc.):
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Your education and financial information			
	□ High School Diploma/GED		
What is the highest level of education you have completed?	Post-Secondary		
	□ Other		

Do you have any training, education, or volunteer experience related to human services (ex: legal advocate/attorney, teaching/education, early childhood development, social work, addictions, speech therapy, nursing, healthcare, counselling, therapy, psychology, etc.).	□ Yes	□ No
What is your household's <u>annual income before taxes</u> ? Please note, you may be required to provide additional financial information later in the application process.	\$	
Considering expenses such as mortgage, rent, groceries, power, heat, internet, clothing, insurances, car payments, loan, and debt payments, what are your average monthly household expenses? An estimate is acceptable, however, you may be required to provide additional financial information later in the review process.	\$	

Declaration – <u>Primary</u> Applicant

Please check the boxes below to indicate that you have read and agree with the following statements.

- □ I agree that the information provided is accurate and complete. I authorize Social Development to verify any information I have provided.
- □ I understand that providing false or inaccurate information may affect my/our ability to be approved as a foster family and/or to adopt a child/youth.
- I understand that I am required to notify the Department of Social Development of any major changes to my situation (ex: divorce, death, move, etc.) during the application process.
- □ I understand that my personal information will be used to assess my suitability as a foster or adoptive parent.
- □ I also understand that the Department of Social Development has taken necessary precautions to protect my personal information from unauthorized use or disclosure in accordance with the privacy legislation referenced above.

Date (YYYY-MM-DD)	Primary Applicant's Signature

Secondary Applicant Information (to be answered by the secondary applicant – if applicable)						
First name	Middle name <i>(optional)</i>	Preferred name	Last name			
Previous name(s)	Previous name(s) Information about any previous names that you may have had helps us: • verify your identity, • maintain/review accurate records, and • reach out to references or individuals who might know you by different names.					
Email	Phone number (###) ### - ####	Alternate phone number	Date of birth (YYYY-MM-DD)			
Place of birth (town/city/province)					
Have you lived in any provinces or territories outside of New Brunswick in the last 5 years? Please select all that apply:	 Prince Edward Island Nova Scotia Quebec Newfoundland and Labrador 	□ Ontario □ Manitoba □ Saskatchewan □ Alberta	 British Columbia Yukon Northwest Territories Nunavut 			
Have you lived outside of Ca If yes, please explain when		□ Yes	□ No			
How would you prefer to co	mmunicate with Social Dev D Other, please explain:	velopment?				
What is your preferred lang	uage for <u>speaking</u> ?	🗆 Englis	h 🗆 French			
What is your preferred lang	uage for <u>writing</u> ?	🗆 Englis	h 🗆 French			
-	Do you have communication needs we should be aware of? (ex: □ Yes □ No translator, hearing impaired, communication devices, ASL, etc.) □ Yes If yes, please explain: □ Yes					
Do you smoke/vape tobacco Smoking/vaping is not allowe space when a child or youth i	ed inside the house or in any	□ Yes enclosed	□ No			
Do you have a primary healt practitioner)? If you do NOT have a health of matched with a New Brunswi Visit GNB.ca and search 'Acc	care provider, you can registe ick family doctor or nurse pra	er to be	□ No			

Children and youth who need a safe home environment come from different cultures, religions, and communities. We are committed to helping children and youth maintain connections to their cultures and practices. The next two questions are **optional**. Whether or not you choose to answer, will have no impact on the approval process.

Which race category best describes you? Please select all that apply: (optional)	 African Canac East Asian: Ch Japanese, Indigenous: Fi Inuk/Inuit des Latino: Latin A descent Middle Easter Asian descent Iranian, Leban 	ninese, Korean, irst Nations, Métis,	 (e.g., East In Bangladeshi Caribbean) Southeast A or Filipino, V Thai, Indone Asian desce Do not know Prefer not te 	I		
If you feel it can help us in getting to know you and/or matching you with a child or youth, please select your religion. (optional)		 Buddhist Christian Hindu Jewish Muslim Sikh 	Indigenous) Indigenous) Indigenous) Indigenous) Indigenous	S		
Do you have any children who do not live in your household? (ex: young adults who have moved out on their own, children that may live with another parent from a previous relationship, etc.) □ Yes □ No Child who does not live in your household 1 (if applicable) □ Yes □ No First name Last name						
Child who does not liv	e in vour household 2	(if applicable)				
Child who does not live in your household 2 (if a First name		Last name				
Child who does not live in your household 3 (if First name		Last name		Date of birth (YYYY-MM-DD)		
Child who does not live in your household 4 (if applicable)						
First name		Last name		Date of birth (YYYY-MM-DD)		

Your education (to be answered by the secondary applicant – if applicable)				
What is the highest level of education you have completed?	□ High School Diploma/GED □ Post-Secondary □ Other			
Do you have any training, education, or volunteer experience related to human services (ex: legal advocate/attorney, teaching/education, early childhood development, social work, addictions, speech therapy, nursing, healthcare, counselling, therapy, psychology, etc.),	□ Yes	□ No		

Declaration – <u>Secondary</u> Applicant (to be answered by the secondary applicant – if applicable)					
Please check the boxes below to indicate that you have read and agree with the following statements.					
	I agree that the information provided is accurate and complete. I authorize Social Development to verify any information I have provided.				
	l understand that providing false or inaccurate information may affect my/our ability to be approved as a foster family and/or to adopt a child/youth.				
	l understand that I am required to notify the Department of Social Development of any major changes to my situation (ex: divorce, death, move, etc.) during the application process.				
	I understand that my personal information will be used to assess my suitability as a foster or adoptive parent.				
	I also understand that the Department of Social Development has taken necessary precautions to protect my personal information from unauthorized use or disclosure in accordance with the privacy legislation referenced above.				
Date (YY	(YYY-MM-DD)	econdary Applicant's Signature			

Final Review

Before submitting your application:

- <u>Review your application</u> to ensure all the information is complete and accurate.
- Remember to include the following with your application:
- **Social Development record check consent form(s)** (included in application package)
 - Separate form required for all adults (19 years or older) living in the household.
- Criminal and Vulnerable Sector Record Check(s) (<u>letter template</u> to obtain your criminal and vulnerable sector check(s) for free included in application package)
 - Required for all adults (19 years or older) living in the household, and
 - Any immediate family members with a criminal history.
- **Reference Letter Forms x3** (included in application package)
 - Please send the applicable reference forms to <u>three</u> non-family references
 - If you are applying as a couple:
 - <u>Reference form couple applicants (English)</u>
 - <u>Reference form couple applicants (French)</u>
 - If you are applying as a single:
 - <u>Reference form single applicants (English)</u>
 - <u>Reference form single applicants (French)</u>
- **Family Assessment** (included in application package)
 - Complete the following forms:
 - <u>Single Applicants</u> SAFE Questionnaire I: Single Applicant, <u>or</u>
 - <u>Couple Applicants</u> SAFE Questionnaire I: Couple Applicant_(to be completed by both applicants)

For detailed instructions, view page 3 of your application package.

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- <u>Adopt a child or youth</u> socialsupportsnb.ca/adopt
- Foster a child or youth social supports nb.ca/foster

Need help with your application? Contact us.

Get help with your online application by emailing: socialsupportsnb@gnb.ca.

If you have questions about your application or would like to speak with someone about fostering or adoption, email adoption@gnb.ca / fosterfamilies_famillesdaccueil@gnb.ca.

Apply by paper

If you prefer, you can email your completed application forms and supporting documents to adoption@gnb.ca / families_families_families_familiesdaccueil@gnb.ca, or mail to:

Foster/Adoption

551 King St. Sartain MacDonald Building PO Box 6000 Fredericton, NB E3B 1E7

Please allow for extra processing time if you mail your application.