

# Completing your online application to foster or adopt a child or youth

Tips for a stress-free application experience.

Updated: May 21, 2024

The [online application to foster or adopt a child or youth](#) helps us get to know you better. The application is lengthy because there is a lot to learn about you! It's important that you take your time when reviewing and answering each question.

There will be some questions you can answer right away and other information that might take you a little longer (for example uploading your criminal record check). The application process is set up to complete at your own pace.

## 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.

- 2) Send an email to [adoption@gnb.ca](mailto:adoption@gnb.ca) to let them know when you have completed both sections.

### **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.

**Below are some helpful tips to assist you in completing your online application.**

### **Tip #1 - Applying as a couple**

When completing the application, please choose one of you to be the 'primary applicant' and the other person will be the 'secondary applicant'. Some questions will need to be answered by BOTH applicants (for example, about your personal experiences and upbringing) and other questions can be answered one time by the primary applicant for the household.

**Unless the question states it is to be answered by the secondary applicant, the 'primary applicant' answers for themselves AND the household. The 'secondary applicant' should answer their own questions.**

### **Tip #2 - Saving your progress**

You will find many 'save' buttons throughout the application (most often near the bottom of a page or section).

To save your progress and proceed to another section of the application, always click the 'save' button first. Depending on where you are in the application, sometimes more questions will appear once you have saved a section (for example: in the Family Assessment section of the application).

*If you forget to save your progress, your information will be lost when you leave the page or continue to another section of the application.*



### **Tip #3 - Navigating the online form**

The online application is made up of multiple application sections that you will complete in order. Once you have completed a section, you can return to it at any time to adjust or review your answers.

You will find these sections listed near the top of the page on the right-hand side.

Once you have saved your progress on a page, the page will automatically refresh, and you will be taken to the top of the page. From here you can easily navigate to another section of the application by clicking on one of the application sections listed.

## Your Education and Financial Information

**Primary applicant**

\*What is the highest level of education you have completed?

--None--

\*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.).

--None--

**Secondary applicant**

\*What is the highest level of education you have completed?

--None--

**Application Form**

- Your Information
- Your Household Interests
- Your Household
- Your Education and Financial Info**
- Family Assessment
- Safety and Background Checks
- References
- Declaration
- Review
- Submit

### Tip #4 - Family assessment

The Family Assessment section of the application helps us understand your family dynamics, experiences, and readiness for welcoming a child or youth into your home.

This part of the application is divided into 4 sections. You must **finish and save** each section before moving to the next, starting with section 1, then 2, and so on.

### Family Assessment - Section 1

#### How to add/remove parent(s)/primary caregiver(s)

The end of Section 1 of the Family Assessment will ask you to provide information about your parent(s)/primary caregiver(s).

Please provide information for all parent(s)/primary caregiver(s). If you had more than one parent/caregiver, please add multiple.

Showing 2 of 2 items • 1 item selected

	First Name	Last Name
<input checked="" type="checkbox"/>	Jane	Smith
<input type="checkbox"/>	John	Smith

+ Add Caregiver
 Modify Caregiver
 Remove Caregiver

| To add a parent/caregiver:

- 1) Click the '+ Add Caregiver' button.
- 2) You will be taken to a new page where you will be asked to provide information specific to this caregiver (ex: their relationship to you, name, parenting style, etc.).
- 3) Once you have answered all the questions about this caregiver, click the 'save' button.

If you have more than one parent/caregiver, click the 'Save & New' button to add another.

- 4) After saving, you will automatically return to top of the Family Assessment page.

To review the list of parent(s)/caregiver(s) you have added, scroll down to the caregiver question again in section 1.

- 5) If you wish to add another parent/caregiver, simply repeat the above steps.

| To make a change to a caregiver you have already added:

- 1) Select the caregiver you would like to modify by clicking the circle next to their name. A blue dot or check mark will confirm your selection.
- 2) Click the 'Modify Caregiver' button.
- 3) Update or modify any of the information you previously provided.
- 4) Click 'Save' to save your changes.
- 5) After saving, you will automatically return to top of the Family Assessment page.

| To remove a caregiver you have already added:

- 1) Select the caregiver you would like to remove by clicking the circle next to their name. A blue dot or check mark will confirm your selection.
- 2) Click the 'Remove Caregiver' button.
- 3) After removing a caregiver, you will automatically return to the top of the Family Assessment page.

## Family Assessment - Section 2

### How to add/remove sibling(s)

The end of Section 2 of the Family Assessment will ask you to provide information about your sibling(s).

Please provide information about your sibling(s). If you have more than one sibling, please add multiple.

Showing 2 of 2 items • 1 item selected

<input type="checkbox"/> First Name	Last Name
<input checked="" type="checkbox"/> Jane	Smith
<input type="checkbox"/> John	Smith

[+ Add Sibling](#) [✎ Modify Sibling](#) [🗑 Remove Sibling](#)

| To add a sibling:

- 1) Click the '+ Add Sibling' button.
- 2) You will be taken to a new page where you will be asked to provide information specific to this sibling (ex: their relationship to you, name, etc.).
- 3) Once you have answered all the questions about this sibling, click the 'save' button.

If you have more than one sibling, click the 'Save & New' button to add another.

- 4) After saving, you will automatically return to top of the Family Assessment page.

To review the list of sibling(s) you have added, scroll down to the sibling question again in section 2.

- 5) If you wish to add another sibling, simply repeat the above steps.

| *To make a change to a sibling if you have already added a sibling:*

- 1) Select the sibling you would like to modify by clicking the circle next to their name. A blue dot or check mark will confirm your selection.
- 2) Click the 'Modify Sibling' button.
- 3) Update or modify any of the information you previously provided.
- 4) Click 'Save' to save your changes.
- 5) After saving, you will automatically return to top of the Family Assessment page.

| *To remove a sibling you have already added:*

- 1) Select the sibling you would like to remove by clicking the circle next to their name. A blue dot or check mark will confirm your selection.
- 2) Click the 'Remove Sibling' button.
- 3) After removing a sibling, you will automatically return to the top of the Family Assessment page.

## Reviewing your application

To review your application, click on the 'review' application section.

You can find this section in the list of application sections near the top of the page on the right-hand side.

**Review Your Application**

**Your Information**

Are you single or applying as a couple? Please choose couple if you have a partner and you live together.

Couple

Please characterize the nature of the relationship(s).

Long Term

**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'. Some questions will need to be answered by BOTH applicants (for example, about your personal experiences and upbringing) and other questions can be answered one time by the primary applicant for the household. Unless the question states it is to be answered by the secondary applicant, the Primary applicant answers for themselves AND the household.

▼ **Primary applicant**

First Name

**Application Form**

- Your Information
- Your Household Interests
- Your Household
- Your Education and Financial Info
- Family Assessment
- Safety and Background Checks
- References
- Declaration
- Review**
- Submit

On the review page, you'll be able to check for any missing or incomplete information or uploads. If you need to add information or make any changes to your application, simply visit the related application section, and update the details as needed.

## Submitting your application

You will only be able to submit your application once each section of the application is complete.

Don't worry, if you attempt to submit your application with missing information, you will be notified which sections need your attention.

## **Need help with your application? Contact us.**

Get help with your online application by emailing: [socialsupportsnb@gnb.ca](mailto:socialsupportsnb@gnb.ca)

If you have questions about your application or would like to speak with someone about fostering or adoption, you can contact us Monday-Friday between 8:15am and 4:30pm, excluding holidays.

**Phone: 1-506-259-0232**