

Referrals to the Public Guardian and Trustee (PGT) when an adoption agency is sole guardian

This form is for adoption agencies to notify the PGT about the adoption process. Under Section 24 of the Adoption Act, when a child's birth parent(s) or other guardian(s) consent to the adoption of the child by requesting the Director of Adoptions at the Ministry of Children and Family Development or an Administrator of an adoption agency place the child for adoption, the Director or the Administrator becomes guardian of the child (until an Adoption Order is granted) and the PGT becomes property guardian. Notice to the PGT is required in order to start this appointment.

Please complete the appropriate section at each stage of the adoption process. Send the form at each stage to the PGT by email at CYS@trustee.bc.ca or by mail to 700–808 West Hastings Street Vancouver, B.C. V6C 3L3, attention: **Child and Youth Services** (CYS). If you have any questions about completing this form, you can email CYS or call 604-775-3480.

Information is collected under the Freedom of Information and Protection of Privacy Act (FOIPPA) and other applicable legislation. If you have any questions about the collection, use or disclosure of information, contact the PGT's Information and Privacy Officer at 604-660-4444 or mail@trustee.bc.ca.

Stage 1 - Consent to adoption by birth parent(s) or guardian(s)

Full name of child	Date of birth		Date of consent	
Name of parent or guardian 1		Relationship (if no	t a parent)	
Name of parent or guardian 2		Relationship (if no	t a parent)	
List any known assets of child, e.g. real property, bank accounts, etc.				
Name of adoption agency or ministry district office	Name of administra	ator/director	Phone	
Address			Fax	
Administrator/director signature	Title		Date	

Stage 2 - Placement of child with adoptive parents (probationary period)

Name of adoptive parent(s)		Date of placement		
Address		Postal code		
Any known assets of child, e.g. real prop	erty, bank accounts, etc.	Phone		
Administrator/director signature	Title	Date		
Stage 3 - Finalization of adoption				
Name change of child	Adoption order recieved? Yes No	If yes, date recieved:		
Address of adoptive parent(s) if different than address in Stage 2		Postal code		
Administrator/director signature	Title	Date		