

## **International Travel Procedures for Children in DHS Substitute Care for the purpose of Adoption**

This document outlines the procedures to follow when children in the custody of DHS require international travel for the purpose of adoption. Refer to child welfare policy I-B.1.4 “Guardian and Legal Custodian Consents”, OARs 413-020-140 and 413-020-150 for more information on authorizations needed for international travel.

When adult(s) are planning to travel with a child on DHS’s behalf, (including foster parents) to a country outside the USA, the caseworker needs to do the following:

- Complete an “Out of State Travel Authorization” form (CF 1293) for each adult and have it signed by the District Manager or designee;
- Complete a Child’s Consent to Travel form (CF 0002) and (CF0002a) and have it signed by management.
- Verify with the travel agency or on [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html) if any immunization or medical interventions are required or recommended.
- For Hague Convention adoptive placements, the worker must have a Hague Custody Declaration issued by the United States Department of State acting as the Central Authority for this country in order for the child to pass through immigration and customs and enter the country of placement.
- Fax a copy of the signed Out-of-State Authorization form, (CF 1293), Child’s Consent to Travel form (CF 0002) and (CF0002a), and (if appropriate) Hague Custody Declaration to DHS - CAF, Diversity and International Affairs unit, Fax #: (503) 373-7032. Before faxing the required documentation, e-mail the Diversity and International Affairs Manager and International Case Consultant with notification that the fax is being sent. If more than one employee will accompany the child(ren), written documentation to support the additional person must be submitted at this time. (Similar criteria as that used by ICPC will be considered - i.e.

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- safety and health risks).
- The packet of information is reviewed and forwarded to the CAF Field Administrator for final authorization. When authorization is granted, CAF Field Operations will supply the caseworker with a travel authorization number and carbon copy the Diversity and International Affairs Unit. These steps can take up to 14 working days.
  - After receiving DHS authorization to travel, obtain a Court Order from the court having jurisdiction of the child, granting permission for the child to travel.

The caseworker seeks assistance from an assistant attorney general with the Oregon Department of Justice in obtaining this court order. The court order must be translated into the language of the country where the child is traveling. Both copies of the Order (English and foreign language) must be presented to the court along with an official certificate of translation (in both English and the foreign language). See ORS 1.150(2) (pleading may be submitted in English and accompanied by a translation into a foreign language that is certified by the translator to be a true and accurate translation). The caseworker must always use DHS approved translators to translate the Court Orders. Complete a CF 0010 A to request translation and refer to the Child Welfare AR 06 002 dated 6/30/06 located at [http://www.dhs.state.or.us/policy/childwelfare/ar/2006/cw\\_ar\\_06\\_002.pdf](http://www.dhs.state.or.us/policy/childwelfare/ar/2006/cw_ar_06_002.pdf)

- Keep a copy of the entire out-of-country packet in the child's case file for audit purposes.
- The caseworker seeks assistance from an assistant attorney general with the  
When a department employee is traveling out of the country, they should request international phone calling capability. This can be done by completing the DHS 1496 to add international calling to their current WCD (wireless communication device); or through contacting the DHS Telecom, Statewide Coordinator at 503-945-6787 and requesting an international calling card.

**Travel to Mexico.**

If there are any problems, the contact in Mexico is:

- Office of the Secretary of Foreign Affairs at (5) 782-4221
- OR call the Chancellor at the Mexican Consulate Office in Portland Oregon, as he can direct you or advise you on what to do or who to contact: (503) 274-1442 x 14.
- Or call the Embassy of the United States. in Mexico City at: 011-52-55-5080-2000
- Or call the Diversity and International Affairs manager in Central Office at (503) 945-5700

**Documents Required for Travel/Placement**

**Agency Staff:**

- A passport
- DHS ID
- Medical / Immunization records (if appropriate).

**Child:**

- Passport (U.S. Passports must be regularly issued juvenile passports in order for placement for the purpose of adoption. The application must be made after the child is legally free and in the permanent custody of the State of Oregon.)
- Medical / Immunization records (if appropriate)
- Court Order that establishes jurisdiction; and
- Hague Custody Declaration, if placement is for the purpose of adoption.

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In addition, the Mexican Government recognizes and accepts documents that are Apostilled. Apostille is a certificate with the state seal adhered which verifies the Notary of the document is in good standing with the state and can notarize documents. For this process, contact the Secretary of State's Office, Corporation Division, Attn.: Notary, 255 Capital St. NE Suite 151, Salem, OR 97310. Phone number (503) 986-2593. Call prior to sending the documents to learn the cost of the process, who to direct them to, and what documents can be Apostilled and the requirements. To have a document Apostilled it must first be notarized.

If a Court Commitment Order is used that has not been Apostilled, have the court order certified with a raised seal and the signature in an ink color other than black. This will increase the chances the document is viewed as being "official".

(10/09)