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# **Guideline for Post-Adoption Services (Family Search)**

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**Division of Family Support  
The Ministry for Health, Welfare,  
and Family Affairs**

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# Guideline for Post-Adoption Services(Family Search)

I

## Outline

### 1. Purpose

- When a family search is requested by either a domestic or an overseas adoptee or by birth parents, KCARE and the adoption agencies will be fair and impartial, and make transparent the adoption records while protecting the mutual trusts and the rights of the adoption triad.

### 2. Definition of Terms

- "Information" refers to the official documents, drawings, photographs, films, cassettes and other corresponding media under the care of KCARE and the adoption agencies.
- "Release" refers to KCARE and the adoption agencies making available the pertinent information to adoptees(or adoptive parents) or to birth families.
- "Adoption Triad" refers to any one entity of adoptee, adoptive family, and birth family. For an adoptee who is under 18, it includes adoptive parents and the family.

### 3. Applicability of the Guideline

- This guideline is used by KCARE and the adoption agencies to serve an adoption triad in the area of the family search as a part of the post-adoption services.

## 4. The Duties of KCARE and the Adoption Agencies

- KCARE and the adoption agencies are required to show integrity in releasing the adoption information in order to maintain the trust of those who request.
- The released information should be specific and clear. If the provided information is not clear, one has the right to request a clarification on the information. If however, he/she is dissatisfied with the release of the information or the receipt of unsatisfactory answers based on the request, the person may ask for further clarification of the information through the 'Adoption Affairs Arbitration Committee' at KCARE.
- KCARE and the adoption agencies should adhere to the following regulations expressed in the Article 18 of 「The Special Act Relating to the Promotion and Procedure of Adoption」 .
  - No discrimination against or violation on the rights of the adoptee,
  - No personal information related to adoption should be revealed,
  - Carry out the post-adoption services for adoptees and the families, and provided assistance and other needed services to visiting overseas adoptees to Korea.

II

## Guideline for Post-Adoption Services

### 1. Eligibility

#### A. Adoptee

- 18 years and over : Direct request possible.
- Between the age of 13 and 17 years : Request possible with adoptive

parents' consent.

- However, age restriction will not be taken into consideration if an adoptee is under a serious physical or mental condition and there is a diagnosis from a doctor, psychologist or social worker on behalf of adoptee to improve the adoptee's health condition(doctor's medical report, psychologist or social worker's notes required).

## **B. Adoptive Parents**

- Adoptive parents may request a birth family search with adoptee's consent. However, if the adoptee is in need of a serious physical or mental treatment, the adoptee's consent is not needed(doctor's medical report is required).
- For adoptees under 13 years, the birth family search may be requested only when in need of a serious physical or mental treatment(doctor's medical report is required).

## **C. Birth Family**

- A person giving consent to adoption or the initial agreeing parties of the adoption ;
  - Able to start searching for an adoptee after the adoptee turns 13 years or older, pending no 'special reason' (e.g. an emergency in the birth family).
  - It is possible for a birth family to search for an adoptee who is under 13 years old, knowing that the birth family gave up the child to be adopted by the adoptive parents under the condition that the birth parents remain in touch with the adoptee.
- ※ If the birth parents have passed away, the adoptee's immediate family, siblings and relatives in this order may apply to be in contact with the

adoptee(a written proof of the evidence of relationship to the adoptee should be submitted).

## 2. Application Process

- ① Adoptees or adoptive parents who live overseas may request a birth family search from the central authority of the adoptive country or their co-operating agencies, or request through KCARE or the adoption agencies in Korea.
- ② Adoptees or adoptive parents who live in Korea may request a birth family search from the adoption agencies, or from KCARE if information from the agencies are insufficient.

### ☞ Required Documents :

- Post-adoption services application form,
- Adoptee's ID card(e.g. passport, driver's license),
- Adoptive parents' ID cards, and a parental consent form(for adoptees under 18)
- Photograph of the requester(taken within the last 6 months),
- Other related documents and pictures from the original adoption that might help with the birth family search.

### ③ Birth Parents

- May submit a request to search for an adoptee to an adoption agency if there is sufficient information.
- May submit a request to KCARE if information is insufficient.

### ☞ Required Documents :

- Post-adoption services application form,
- ID card,

- Documents which prove family relation to the adoptee(e.g. family registration record),
  - Other useful information or pictures from the time of adoption that may help with the search for an adoptee.
- ④ Adoptees residing in countries with which Korea no longer engages in adoption or when an adoption agency is no longer in service.
- May submit a request to KCARE with all required documents.

### **3. Management of Information**

- All information under the direct control of KCARE and the adoption agencies can be released except ;
  - Any information in the adoption document that is private, such as names, ID numbers, addresses, contact numbers etc. regarding the birth family, adoptive family, or adoptee.
- KCARE and the adoption agencies should release information through the adoption information database and a full access to the information may be done in the presence of a post-adoption service worker from a relevant agency.

### **4. Deadlines and Notifications**

#### **A. Disclosure at the Beginning of Application**

- KCARE and the adoption agencies should disclose the following items to the requester at the beginning of the service :
  - ① Service may be limited when it is difficult to locate an adoption triad(adoptee, adoptive family, or birth family) or when a triad does not wish to be contacted(e.g. phone calls, mails, etc).

- ② If an adoption triad(adoptee, adoptive family, or birth family) has been notified of a search and does not wish to be contacted or be reunited, no additional request will be made until the refusing entity changes his/her mind.
- ③ No information will be released when the birth family or adoptive family did not authorize the release of their information at the time of the adoption.

## **B. Notification for Results**

- KCARE and the adoption agencies should report any results within three months after the submission of the application. If unable to report final results within three months, KCARE and the adoption agencies should report on progress made up to that point.
- If due to a special circumstance KCARE and the adoption agencies do not have any results, the requester may be permitted to an extension of another three months, starting from the next day when the initial period ends. In this case, KCARE and the adoption agencies should report this fact to the requester along with the explanations.
- ※ Even with insufficient information, progress made so far should be reported within three months, and be added to the adoption record.

## **5. Contacts and Reunions**

- When an adoption triad(adoptee, adoptive family, or birth family) requests contact or a reunion, KCARE and the adoption agencies should provide consultation and information including the cultural information of the respective country.
- If interpretation or translation is requested by overseas adoptees or birth families for a family search, KCARE and the adoption agencies should

provide such services.

- The location for the initial reunion shall be provided by the relevant adoption agency and a post-adoption services worker should be present.
- If an adoption triad(adoptee, adoptive family, or birth family) wishes to maintain contact or continue reunions, it shall be done through the adoption agency. If the either side requests private reunions with no involvement from the adoption agency, each party should submit a written agreement of responsibilities prior to the meeting.

## **6. When there is Insufficient Information**

### **A. Paternity Test**

- KCARE and the adoption agencies, with the consent from both parties, the birth family and the adoptee, may carry out a biological heredity(DNA) test.

### **B. Request for Cooperation**

- If information is insufficient for a search, KCARE may post available information on the KCARE website or request cooperation from the adoption agencies, newspapers, broadcasts, or the police, and shall report the results and progress to the requester and the adoption agencies.

[Appendix]

**Application for Post-adoption Services**

Applicant Information			
Method of Application	<input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Visitation <input type="checkbox"/> Others(		
Name	Current Legal Name		
	Korean(if known)		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	
Birth Date		Adoption Date (Departure Date)	
Placing Agency(if known)		Case No.(if known)	
Adoptive Parent's Name			
Address	Current		
	Permanent		
Telephone No.	Home		
	C.P.		
Emergency Contact			
E-mail			
Marital Status			
Education		Occupation	
Duration of stay in Korea	( . . . ~ . . . )		
Service Request			
Remarks			
Date(yy/mm/dd) : Name : Signature :			

# Power of Attorney

A d o p t e e	Case No.		Name	Korean		Gender	
	Birth Date			Present		Country (Agency)	
	Adoption Date			Adoptive parents' name			
	Address				Tel	Home	
C.P							
A g e n t	Name				Gender		
	Resident Registration No.				Relation		
	Address				Tel No.		
Request							
<p>I, _____ , hereby request post adoption services through my agent _____ as above</p> <p style="text-align: right;">Applicant _____(Signature)</p>							