



### STEP 8

- The adoption agency shall file application in the court concerned, having jurisdiction over the place where SAA is located within 10 working days from the date of matching The child.
- The adoption agency shall apply to the birth certificate issuing authority within three working days from the date of issuance of adoption order.

### STEP 9

- The specialised adoption agency which has prepared the home study report, shall prepare the post adoption follow up report on six monthly basis for two years from the date of pre- adoption foster placement with the adoptive parents.

**FOLLOW UP**



Directorate of Child Rights and  
Trafficking

SHAISHALI Building 3rd floor, Salt lake,  
Sector-I, Kolkata-700064

CARA : 1800-11-1311(Toll Free)  
[www.cara.nic.in](http://www.cara.nic.in)

SARA WEST BENGAL : 033-2321-2270  
[adoption.sarawb@gmail.com](mailto:adoption.sarawb@gmail.com)  
[www.wbscps.in](http://www.wbscps.in)



सत्यमेव जयते  
পশ্চিমবঙ্গ সরকার

Department of Women & Child  
Development & Social Welfare

**ADOPTION  
PROCEDURE**



### STEP 1 Online Registration

- Select any three states as desired.
- Select child as desired.
- Select one adoption agency for home study report.



### STEP 2

#### Uploading Documents

list of documents to be uploaded available in the website [www.cara.nic.in](http://www.cara.nic.in)



### STEP 3

- Password & id will be generated.
- Know your status online through this generated id/password.
- Keep it safely for further references.

Login:

Password:

**Submit**

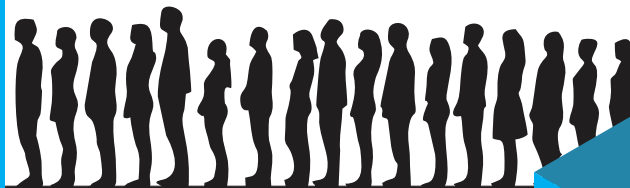
### STEP 4

- Home study report will be done by social worker from the adoption agency.
- One needs to select near by specialised adoption agency for home study report.
- The home study report is valid for three years.



### STEP 5

- After completing the online registration process you are in the waiting list of prospective adoptive parents.



## The Waiting List

### STEP 6

- Child will be referred online and the message will be given in your registered mobile number.



### STEP 7

- Child will be given on pre-adoption foster care to prospective adoptive parents after being approved by adoption committee.

