

Notes about the Step-Parent Parental Responsibility Form

Read these notes before you make the Agreement

About the Step-Parent Parental Responsibility Agreement

The making of this agreement will affect the legal position of the parent(s) and the step-parent. You should seek legal advice before you make the Agreement. You can obtain the name and address of a solicitor from the Children Panel (020 7242 1222) or from:

- your local family proceedings court, or county court,
- a Citizens Advice Bureau,
- a Law Centre,
- a local library.

You may be eligible for public funding.

When you fill in the Agreement

Please use black ink (the Agreement will be copied). Put the name of one child only. If the step-parent is to have parental responsibility for more than one child, fill in a separate form for each child. **Do not sign the Agreement.**

When you have filled in the Agreement

Take it to a local family proceedings court, or county court, or the Principal Registry of the Family Division (the address is below).

A justice of the peace, a justices' clerk, an assistant to a justices' clerk, or a court official who is authorised by the judge to administer oaths, will witness your signature and he or she will sign the certificate of the witness. **A solicitor cannot witness your signature.**

To Parent A and the Other Parent with parental responsibility:

When you make the declaration you will have to prove that you have parental responsibility for the child. You should therefore take with you to the court one of the following documents:

- the child's full birth certificate and a marriage certificate or civil partnership certificate to show that the parents were married to each other or were in a civil partnership with each other at the time of birth or subsequently,
- a court order granting parental responsibility,
- a registered Parental Responsibility Agreement Form between the child's mother and father or other parent

- if the birth was registered after the 1 December 2003, the child's full birth certificate showing that the parents jointly registered the child's birth.

You will also require evidence of your (both parents') identity showing a photograph and signature (for example, a photocard, official pass or passport) **(Please note that the child's birth certificate cannot be accepted as sufficient proof of your identity.)**

To the step-parent: When you make the declaration you will have to prove that you are married to, or the civil partner of, a parent of the child so take to the court your marriage certificate or certificate of civil partnership.

You will also need evidence of your identity showing a photograph and signature (for example, a photocard, official pass or passport).

When the Certificate has been signed and witnessed

Make sufficient copies of the Agreement Form for each person who has signed the form. You do not need to copy these notes.

Take, or send, the original form and the copies to: **The Principal Registry of the Family Division, First Avenue House, 42-49 High Holborn, London, WC1V 6NP.**

The Registry will record the Agreement and retain the original form. The copies will be stamped with the seal of the court and sent back to every person with parental responsibility who has signed the Agreement Form and to the step-parent. The Agreement will not take effect until it has been received and recorded at the Principal Registry of the Family Division.

Ending the Agreement

Once a step-parent parental responsibility agreement has been made it can only end:

- by an order of the court made on the application of any person who has parental responsibility for the child,
- by an order of the court made on the application of the child with permission of the court,
- when the child reaches the age of 18.