

Appendix 3

Rules applicable to the ICCS attestations relating to an adoption decision and to the recognition of a foreign adoption decision

1. The attestations issued pursuant to this Recommendation shall be prepared in conformity with the ICCS models reproduced in Appendix 1.
2. Each attestation shall reproduce on the front and the back page all the standard entries appearing in the ICCS models. However, in order to take computer and electronic technology into account, a document may be prepared on two pages.
3. The ICCS's logo and a reference to this Recommendation shall appear in each attestation.
4. The attestations shall be prepared by the competent authority and reproduce the data in its possession. All the entries must be as precise as possible. If the competent authority is unable to fill in a space or part of a space in the attestation, that space or part of a space shall be scored through. With the exception of space "3-4-2-5 Surrogacy", this course will be followed only if the issuing authority does not have an item of information. The ISO codes for States shall be used to indicate nationality. In case of statelessness, the symbol APA will be inserted in the spaces concerning nationality. In the case of a person of indeterminate sex, the spaces "1-8-2-1 Male" and "1-8-2-2 Female" shall be left blank.
5. The reference to the Recommendation and the standard entries appearing in the ICCS models shall be written at least in the official language or one of the official languages of the issuing authority and in the French language. When the documents are transmitted via the ICCS Platform, the reference and the standard entries shall also be written at least in the official language or one of the official languages of the receiving State, with a limit of three languages in all; the official language of the issuing authority shall in principle be the one chosen by the civil registrar when connecting to the Platform.
6. The standard entries appearing in the ICCS models shall bear the code numbers a list whereof is set out in Appendix 2 to this Recommendation. This list will be translated into the official language or languages of the ICCS member States and into the English language and those translations will be adopted by the ICCS Bureau. An authority issuing an attestation will attach a translation of the standard entries appearing therein; for this purpose, it will reproduce the translation into the language of the receiving authority of the list in Appendix 2.
7. All the entries to be inserted in the ICCS models shall be written in Latin characters in detached script; they may also be written in the characters of the language of the authority drawing up the document.
8. Dates shall be written in Arab numerals denoting successively the day, the month and the year (DD/MM/YY). The day and the month shall be indicated by two figures, and the year by four figures. The first nine days of the month and the first nine months of the year shall be indicated by numbers running from 01 to 09.
9. The name of any place mentioned in an ICCS model shall be followed by the name of the State in which the place is situated, whenever that State is not the State where the attestation is being issued.
10. Each attestation shall indicate the name and capacity of the person drawing it up. When a paper document is issued, it shall be dated and bear the requisite signature and seal. When a document is transmitted via the ICCS Platform, the signature and seal of the sender shall be created in conformity with the Convention on the use of the International Commission on Civil Status Platform for the international communication of civil-status data by electronic means, signed at Rome on 19 September 2012; if appropriate, the receiving authority shall issue a paper copy of the document, declared by it to conform to the data it has received.
11. Each attestation shall have the same value as a similar document issued in conformity with the rules of domestic law in force in the issuing State. The attestation shall be accepted without legalisation or equivalent formality in the territory of each of the ICCS member States.