

## LEGAL SERVICES EXPENDITURES -- Legal Documents --

### DID YOU KNOW?.....

1. The department shall pay actual fees for the following legal documents;
  - birth, marriage and death certificates when required for court purposes or to complete the children's services file
  - required certificates for adoption applicants who are receiving financial assistance;
  - passports for children in care
  - court transcripts
2. If the child is a temporary ward an application for a passport can only be made after consultation with the parent. The parent and the Regional Director should sign the passport application.



### SOME PRACTICE GUIDELINES:

Youth 16 years of age or older complete their own passport applications.  
The caseworker completes the application for children under 16 years.

- follow instructions closely omitting the names of the parents
- state the child is a ward of the Minister of Social Services
- the application should be signed by the caseworker, and by the caseworker's supervisor, as quarantor.

Passport pictures of the child must be obtained. Payment is made through the FYAP system on the child care file as purchase order to a vendor.

The necessary fee for the passport must be enclosed with the application. The money may be obtained from petty cash.

**For further information see: Chapter 9, Section 9.1 of the Children's Services Policies and Procedures Manual**