Republic of the Philippines

**Regional Alternative Child Care Office**

MIMAROPA

CHECKLIST (2 sets: 1 original and 1 photocopy)

REPUBLIC ACT 11222

Name of Petitioner/s: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Age: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Adoptee:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Age: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Supporting Documents** | | **Where to Secure** | **Date / Validity** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | 1. Notarized Petition 2. with Certificate of Authority for Notarial Act (CANA) | Template from RACCO  Regional Trial Court |  |  |
|  | 1. Verification Against Non-Forum Shopping | Template from RACCO |  |  |
|  | 1. Valid ID of the petitioners | Petitioner |  |  |
|  | 1. PSA copy of the simulated birth record of the child | Philippine Statistics Authority |  |  |
|  | 4. LCR and PSA issued Certification of No Record of the adoptee, to serve as basis in the late registration and issuance of rectified birth record; | Local Civil Registry Office where the child was born or found and  Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the birth record of the adopter(s); | Philippine Statistics Authority |  |  |
|  | 1. Affidavit of admission (if simulation was done by a third party) with Valid ID and CANA | Template from RACCO |  |  |
|  | 1. Certification issued and signed by the Punong Barangay attesting that: 2. The PAP/s are bonafide resident of the barangay 3. The child has been living with the PAPs for atleast three (3) years prior March 29, 2019. 4. The PAP/s are indigent, if applicable | Barangay where the adopter resides  (with template from RACCO) |  |  |
|  | 1. Notarized Affidavits of at least two (2) disinterested persons, who reside in the same barangay where the child resides, attesting that the child has been living with the PAP/s for atleast three (3) years | Template from RACCO |  |  |
|  | 1. Original copy of CDCLAA **if applicable** | RACCO |  |  |
|  | 1. Oldest and recent photographs of the prospective adoptee and the petitioner(s) taken within the last three (3) months prior to the filing of the petition | Petitioner |  |  |
|  | 1. Certificate of Attendance by the Petitioner(s) in Pre- Adoption Fora and Seminar | RACCO |  |  |
|  | 1. As applicable, Marriage Contract, Decree of Annulment, Declaration of Nullity of Marriage or Decree of Legal Separation; CENOMAR | Philippine Statistics Authority |  |  |
|  | 1. Latest Physical and Medical Evaluation of the adopter(s) by a duly licensed physician; (with template from RACCO) | Licensed Physician |  |  |
|  | 1. Latest NBI/ Police Clearance; | NBI / PNP |  |  |
|  | 1. Latest income tax return or any other documents showing financial capability, e.g., Certificate of Employment, Bank Certificate or Statement of Assets and Liabilities; | Employer / BIR / Business Permit and Licensing Office |  |  |
|  | 1. Certified True Copy of the receipts as proof of payment of the socialized fees in SWDO and/or RACCO. This requirement is on a case to case basis and if the petitioner(s) is/are assessed by the social worker as not indigent. If the LGU has no ordinance Certification that there is no ordinance will suffice | Local Government Unit where the Petition was filed |  |  |
|  | 1. Consent from appropriate person or persons:  * adoptee (if aged 10 years old and above) * biological parents of the adoptee/child (not required if adoptee is already adult) * marital children of the PAPs, if aged 10 years old and above * non-marital children, aged 10 years old and above (if living with the PAPs) * spouse of the adoptee, if applicable | Petitioner |  |  |
|  | 1. Letter stating the contact details of the petitioner (with template from RACCO) | Petitioner |  |  |
|  | 1. If applicable: Birth Certificate of biological parent for relative adoption | Philippine Statistics Authority |  |  |
|  | 1. If applicable: Family Genogram and LCR/PSA birth certificates, for relative adoption | Petitioner |  |  |
|  | 1. Replica / Draft original birth record | RACCO |  |  |
|  | 1. Replica / Draft amended birth record | RACCO |  |  |
|  | 1. Certificate/ Court Order for withdrawn cases | Philippine Court |  |  |
|  | 1. Others: |  |  |  |

**Additional requirements in case of one petitioner is a foreigner married to a Filipino:**

|  | 1. Certificate of Residency in the Philippines for at least three (3) continuous years; | Bureau of Immigration / Department of Foreign Affairs |  |  |
| --- | --- | --- | --- | --- |
|  | 1. Certification of legal capacity to adopt in his or her country, and that his or her government allows the adoptee to enter his or her country as his or her adopted son or daughter | Country of Origin |  |  |
|  | 1. Oath and Undertaking (if PAPs has plans on migrating or permanent resident abroad) | Template from RACCO |  |  |

Note: All documents issued abroad (eg. Foreign issued Birth Certificate, Police Clearance, etc) must have an apostille

|  | Date Complied/  Re-filed | Date Complied/  Re-filed | Date Complied/ Re-filed |
| --- | --- | --- | --- |
| Date filed at LGU by the petitioner |  |  |  |
| Date endorsed by LGU/received by the RACCO |  |  |  |
| Date endorsed to Officer-in-Charge for Mandatory Appearance |  |  |  |
| Date endorsed by FO/received by the NACC |  |  |  |
| Date received by Technical Staff |  |  |  |