**Republic of the Philippines**

**Regional Alternative Child Care Office**

**MIMAROPA**

Tel. No. (02)5336 8107 loc 24004

**ADULT ADOPTION CHECKLIST**

**(must be in two (2) sets:1 original and 1 photocopy)**

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

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

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

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

| **Supporting Documents** | | **Where to Secure** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | 1. Notarized Petition 2. with Certificate of Authority for Notarial Act and ID | Template from RACCO  Regional Trial Court |  |  |
|  | 1. Social Case Study Report prepared by an adoption social worker | Local Social Welfare and Development Office |  |  |
|  | 1. PSA copy of the birth record of the Prospective Adoptive Parent/s | Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the birth record of the adoptee | Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the marriage certificate of the adopters / CENOMAR / Divorce Papers with copy of court decision | Philippine Statistics Authority |  |  |
|  | 1. National Bureau of Investigation or Police Clearance or Court Clearances | NBI / PNP / Philippine Courts |  |  |
|  | 1. Written consent of the adoptee | Petitioners |  |  |
|  | 1. Written consent of marital and adopted children of PAP/s, ten (10) years of age or over | Petitioners |  |  |
|  | 1. Written consent of non-marital children, ten (10) years of age or over, of whom the PAP/s is living with or over whom PAP/s exercises parental authority | Petitioners |  |  |
|  | 1. Written consent of the spouse, if any, of the adoptee | Petitioners |  |  |
|  | 1. Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references. Their contact number must be indicated | Petitioners |  |  |
|  | 1. Recent 5R sized close-up and whole-body pictures of the child and the PAP/s taken within the last six (6) months. Date when it was taken must be indicated | Petitioners |  |  |
|  | 1. Documents showing that the adoptee has been consistently considered and treated as their own child by the PAPs for at least three years before reaching the age of majority (e.g. photos, other proofs) | Petitioners/ Barangay |  |  |
|  | 1. Certificate of Attendance by the Petitioner(s) in Pre- Adoption Fora and Seminar | Template from RACCO |  |  |
|  | 1. Undertaking regarding the attendance to Pre-adoption training | Template from RACCO |  |  |
|  | 1. Verification against Non-Forum Shopping | Template from RACCO |  |  |
|  | 1. If applicable: Order from the court approving the withdrawal of the case or order of dismissal or Decision, if the case has been previously filled with the court | Philippine Courts |  |  |
|  | 1. Others : |  |  |  |

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

|  | 1. Certificate of Residence in the Philippines for at least five (5) continuous years; or Travel Records Certification | 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, this shall also be accomplished) | Template from RACCO |  |  |
|  | 1. Clearance from police authorities where he/she has lived for more than 12 months any time in the past 15 years | Country of Origin |  |  |

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

|  | Date Complied | Date Re-filed | Date Re-filed |
| --- | --- | --- | --- |
| Date filed by the petitioner |  |  |  |
| Date endorsed to the reviewing RACCO SW |  |  |  |
| Date endorsed to the NACC |  |  |  |
| Date received by Technical Staff |  |  |  |