**Republic of the Philippines**

**Regional Alternative Child Care Office**

**MIMAROPA**

0962 641 4652

**CHECKLIST**

**(1 original and 1 photocopy)**

**APPLICATION AS PROSPECTIVE ADOPTIVE PARENT/S**

Name of Applicants: Age:

Address:

| **Supporting Documents** | | **Where to Secure** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | 1. Undertaking and Application form of the applicant/s | RACCO/ Local Social Welfare and Development Office |  |  |
|  | 1. PSA copy of Birth Certificate | Philippine Statistics Authority |  |  |
|  | 3. PSA copy of the Marriage Certificate and/or Certificate of Marriage, Authenticated Divorce Papers with copy of court decision and Certificate of Finality by their consulate if foreign applicant; Annulment Decree with Certificate of Finality, Declaration of Nullity or Legal Separation Documents for Filipino applicant, for Filipino citizens divorced abroad, a copy of recognition from Philippine court must be attached | Philippine Statistics Authority |  |  |
|  | 1. Written consent from the appropriate person/s as enumerated under letter O of the implementing procedures for New Petitions;    1. Adopted children aged 10 years old and above    2. Marital children aged 10 years old and above    3. Non-marital whom the adopter/s is exercising parental authority or has been in his/her custody aged 10 years old and above | Applicant/s |  |  |
|  | 5. Medical Evaluation by a duly licensed physician (with template) | Template from RACCO  Licensed Physician |  |  |
|  | 6. Psychological evaluation report on the applicant/s (as recommended by the social worker) | Licensed psychologist |  |  |
|  | 7. National Bureau of Investigation/ Police Clearances / Court Clearance | NBI / PNP / Philippine Courts |  |  |
|  | 8. Proof of Financial Capacity | Employer / BIR / Business Permit and Licensing Office |  |  |
|  | 9. Three Letters of Character References. Their contact numbers must be indicated in the letter | Applicant/s |  |  |
|  | 10. 3x5 inch-sized photos of the applicants (close up and whole body pictures), his/her immediate family members and their home, taken within the last six months from the date of submission of application. Date when it was taken must be indicated | Applicant/s |  |  |
|  | 11. Certificate of Attendance to Pre-Adoption Forum / Trainings / Seminars | RACCO |  |  |
|  | 12. Undertaking regarding completion of Adoption training, fora and seminars | Template from RACCO |  |  |
|  | 13. Child Care Plan | Template from RACCO |  |  |
|  | 12. Adoption decree (if with previous adopted child) | Applicant/s |  |  |
|  | 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 five years | Bureau of Immigration / Department of Foreign Affairs |  |  |
| --- | --- | --- | --- | --- |
|  | 1. Police clearance from police authorities where the foreign applicant has lived for more than twelve months any time in the past 15 years | Country of origin |  |  |

|  | Date Complied | Date Re-filed | Date Re-filed |
| --- | --- | --- | --- |
| Date filed by the petitioner |  |  |  |
| Date endorsed to the reviewing RACCO SW |  |  |  |
| Date endorsed for Matching Conference |  |  |  |