**REQUIREMENTS FOR FILING OF PETITION OF ADOPTION OF LEGALLY AVAILABLE CHILD**

**(2 sets: 1 original and 1 photocopy)**

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of PAP/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Initially Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **Supporting Documents** | **Where to Secure** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | Petition for Domestic Administrative Adoption (With template) | Template from RACCO |  |  |
|  | Certificate of Authority for Notarial Act (can be secured at the RTC after the notarization of petition) | Regional Trial Court |  |  |
|  | Original PSA Copy Birth Certificate of Prospective Adoptive Parent/s | Philippine Statistics Authority |  |  |
|  | Original PSA Copy of Birth Certificate of Child | Philippine Statistics Authority |  |  |
|  | Certificate of Matching/ Presentation | RACCO |  |  |
|  | Pre-Adoption Placement Authority | RACCO |  |  |
|  | Social Case Study Report | Local Social Welfare and Development Office / Child Placing Agencies/ RACCO |  |  |
|  | Supervised Trial Custody Report/s | Adoption social worker |  |  |
|  | Original PSA Copy of Marriage Certificate / CENOMAR | Philippine Statistics Authority |  |  |
|  | NBI / Police Clearance / Court Clearance | NBI / PNP / Philippine Courts |  |  |
|  | Medical Evaluation of PAPs (With Template) | Template from RACCO  Licensed Physician |  |  |
|  | Health and Medical Profile (With Template) | Template from RACCO  Licensed Physician |  |  |
|  | Psychological Evaluation of PAPs | Licensed Psychologist |  |  |
|  | Psychological Evaluation of Child if 5 years old and above | Licensed Psychologist |  |  |
|  | Written Consent to the adoption of aged 10 years old and above   1. Adoptee 2. Legitimate Children 3. Adopted Children 4. Illegitimate Children living with PAPs | Petitioners |  |  |
|  | Documents showing financial Capacity:   * Certificate of Employment * Income Tax Return * Business Permit * Bank Certificate * Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Employer / BIR / Business Permit and Licensing Office |  |  |
|  | Child Care Plan (with Template) | Template from RACCO |  |  |
|  | Letters from Three (3) Character References. Their contact numbers must be indicated | Petitioners |  |  |
|  | 5R Photos of the Child (within 6 months) date when it was taken must be indicated   1. Close-up 2. Whole Body | Petitioners |  |  |
|  | 5R Photos of the PAPs (within 6 months) date when it was taken must be indicated   1. Close-up 2. Whole Body | Petitioners |  |  |
|  | Certificate of Attendance to Pre-Adoption Forum or Counseling | RACCO |  |  |
|  | Undertaking Regarding Attendance to Pre-Adoption Training (with template) | Template from RACCO |  |  |
|  | Verification and Certification Against Non-Forum Shopping (with template) | Template from RACCO |  |  |
|  | Original Copy of CDCLAA | RACCO / Local Social Welfare and Development Officer |  |  |
|  | PSA Copy of Death Certificate of the Child’s Biological parent/s, if applicable | Philippine Statistics Authority |  |  |
|  | Authenticated Divorce Papers with copy of court decision and Certificate of Finality by their Consulate if **foreign Applicant** | Country of origin |  |  |
|  | Annulment Decree with Certificate of Finality, Declaration of Nullity or Legal Separation Documents for **Filipino Applicant** | Philippine Court |  |  |
|  | **If Foreign National**, Clearance from Police Authorities where they lived for more than 12 months in the past 15 years | Country of Origin |  |  |
|  | **If Foreign National,** Authenticated Copy of Foreign Adoption Law or a Certification from relevant Central Authority that the Order of Adoption issued by NACC is Hague Compliant to prove that their country will acknowledge the Order of Adoption as valid, acknowledge the child as legal child of the adopter and allow entry of the child in their country | Central Authority of Country of Origin |  |  |
|  | Undertaking and Oath **for PAPs residing abroad or Foreign National** | Template from RACCO |  |  |
|  | 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 |  |  |
|  | Other Documents:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

\*\* Please take note that documents issued abroad should be authenticated through Apostille / “Red Ribbon”\*\*

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_