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

**RELATIVE ADOPTION**

JOINT ADOPTION OF STEP-PARENT AND BIOLOGICAL PARENT

Name of the Petitioners: Age:

Name of the Child: Age:

| **Supporting Documents** | | **Where to Secure** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | Notarized Petition for Domestic Administrative Adoption  With Certificate of Authority for Notarial Act (CANA) and Copy of Valid ID | Template from RACCO  Regional Trial Court |  |  |
|  | Social Case Study Report | Local Social Welfare and Development Office |  |  |
|  | PSA Copies of the Birth Certificate of the Petitioners | Philippine Statistics Authority |  |  |
|  | PSA Copies of the Birth Certificate of the Adoptee | Philippine Statistics Authority |  |  |
|  | PSA Copy of the Marriage Certificate of the Petitioners | Philippine Statistics Authority |  |  |
|  | If annulled / divorced / separated: Authenticated copy of divorce papers with Copy of Court Decision and Certificate of Finality issued by their consulates of foreigner. Annulment Decree with Certificate of Finality, Declaration of Nullity or Legal Separation Documents for Filipinos | Philippine Courts or Country of Origin |  |  |
|  | NBI / Police Clearance / Court Clearance. | NBI / PNP / Philippine Courts |  |  |
|  | Psychological Evaluation of the child / adoptee, with ages five years old and above prepared within two years based on the date of report and the petitioner (**step-parent**) | Licensed Psychologist |  |  |
|  | Letters attesting to the character and general reputation of the petitioner **(step-parent)** from at least three (3) non-related character references | Petitioners |  |  |
|  | Result of the recent medical evaluation of the PAPs (**step-parent**) | Template from RACCO  Licensed Physician |  |  |
|  | Health and Medical Profile of the child. May be waived if the adoptee is already an adult | Template from RACCO  Licensed Physician |  |  |
|  | Recent 5R close up and whole body pictures of the child and the petitioners taken within the last 6 months. The date when the photo was taken must be indicated | Petitioners |  |  |
|  | Documents showing financial Capacity **(of the step-parent)**   * Certificate of Employment * Income Tax Return * Business Permit * Bank Certificate   Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Employer / BIR / Business Permit and Licensing Office |  |  |
|  | Written consent of the adoptee, if ten years of age or over, if any | Adoptee |  |  |
|  | Written consent of the marital and adopted children, 10 years of age or over, if any | Marital/ adopted children |  |  |
|  | Written consent of the non-marital children, 10 years of age or over of the adopter if living with the said adopter or over whom the adopter exercised parental authority and the latter’s spouse, if any | Non-marital children |  |  |
|  | Certificate of Attendance to Pre-Adoption Forum, Training, Seminars | RACCO |  |  |
|  | Undertaking Regarding Completion of Adoption Trainings, Fora, Counseling, and Seminars | Template from RACCO |  |  |
|  | Verification and Certification of Non-Forum Shopping | Template from RACCO |  |  |
|  |  |  |  |  |
| **If applicable:** | | | | |
|  | Written consent of the biological father or mother (of the marital child) or of the biological mother (if non-marital child), or the person/s exercising substitute parental authority over such child, to be adopted. This is not required, when the adoptee is already an adult | Petitioner |  |  |
|  | Written consent of the spouse, if any, of the person to be adopted | Petitioner |  |  |
|  | Tri-media posting certificate/s as proof of efforts to locate the other biological parent, if the adoptee is marital child | Radio  Newspaper Publication |  |  |
|  | 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 that may be required by the RACCO to support the petition:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

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

|  | 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 OIC for Mandatory Appearance |  |  |  |
| Date endorsed to NACC |  |  |  |

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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