**Republic of the Philippines**

**Regional Alternative Child Care Office**

**MIMAROPA**

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

**RELATIVE ADOPTION**

**ADOPTION OF OWN NON-MARITAL CHILD**

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

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

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

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

| **Supporting Documents** | | **Where to Secure** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | 1. Notarized Petition with 2. Certificate of Authority for Notarial Act (CANA) and Valid 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 child | Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the marriage certificate of the adopters / CENOMAR / Divorce Papers with court decision | Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the Death Certificate of the child’s biological parents, if applicable | Philippine Statistics Authority |  |  |
|  | 1. Written consent of the adoptee if ten (10) years of age or over | Adoptee |  |  |
|  | 1. Written consent of marital and adopted children of PAP/s, ten (10) years of age or over | Marital/ Adopted children |  |  |
|  | 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 | Non-marital children |  |  |
|  | 1. Recent close-up and whole-body pictures individually taken, of the child and the PAP/s taken within the last six (6) months. Date when it was taken must be indicated | Petitioners |  |  |
|  | 1. Certificate of Attendance by the Petitioner(s) in Pre- Adoption Fora and Seminar | RACCO |  |  |
|  | 1. Undertaking regarding the attendance to Pre-adoption training | Template from RACCO |  |  |
|  | 1. Verification against Non-Forum Shopping | Template from RACCO |  |  |
|  | 1. Written consent to the adoption by the biological mother, if the petitioner is the biological father; | Petitioners |  |  |
|  | 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. 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) | Bureau of Immigration |  |  |
|  | 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 |  |  |  |