**Republic of the Philippines**

**Regional Alternative Child Care Office**

**MIMAROPA**

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

**RELATIVE ADOPTION PROPER**

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 with copies of 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 copy of court decision and Certificate of Finality | Philippine Statistics Authority |  |  |
|  | 1. National Bureau of Investigation or Police Clearance or Court Clearances | NBI / PNP / Philippine Courts |  |  |
|  | 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. Result of the recent medical evaluation of the **child** prepared within six (6) months prior to petition for domestic administrative adoption (THIS MAY BE WAIVED IF ADOPTEE IS ALREADY ADULT) | Template from RACCO  Licensed Physician |  |  |
|  | 1. Result of the recent medical evaluation of the **PAPs** prepared within six (6) months prior to petition for domestic administrative adoption | Template from RACCO  Licensed Physician |  |  |
|  | 1. Psychological evaluation of the **PAP/s** prepared within two (2) years based on the date of report | Licensed Psychologist |  |  |
|  | 1. Psychological evaluation of the **child** prepared within two (2) years based on the date of report, if 5 years of age or over (MAY BE WAIVED IF CHILD IS ALREADY ADULT) | Licensed Psychologist |  |  |
|  | 1. Child Care Plan with a list of at least three (3) temporary custodians of the child in order of preference in case of death, absence, or incapacity of PAP/s | Template from RACCO |  |  |
|  | 1. Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references | 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 financial Capacity:  * Certificate of Employment * Income Tax Return * Business Permit * Bank Certificate * Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Employer / BIR / Business Permit and Licensing Office |  |  |
|  | 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 of the biological father or mother of the marital child or of the biological mother of the 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; | Biological parent/s |  |  |
|  | 1. Others :   -If adoptee is marital child and the other parent is missing, trimedia certification/s as proof of effort to locate the biological parent  -If withdrawn from the court, Order from the court approving the withdrawal of the case or order of dismissal or decision  -death certificate of the biological parents, if applicable  -birth certificate of all necessary persons (biological parents, etc) to trace if the relationship is within the fourth degree  -Family genogram | Petitioners  Philippine Courts  Philippine Statistics Authority  Philippine Statistics Authority  Petitioners |  |  |

**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 reviewing RACCO SW |  |  |  |
| Date endorsed to the NACC |  |  |  |
| Date received by Technical Staff |  |  |  |