**Republic of the Philippines**

**Regional Alternative Child Care Office**

**MIMAROPA**

Tel. No. (02)5336 8107 loc 24004

**STEP-PARENT ADOPTION CHECKLIST**

**Two sets (1 original and 1 photocopy)**

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

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

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

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

| **Supporting Documents** | | **Where to Secure** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | 1. Notarized Petition 2. with Certificate of Authority for Notarial Act (CANA) and 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 | Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the birth record of the adoptee | Philippine Statistics Authority |  |  |
|  | 1. PSA copy of the marriage certificate of the adopters / CENOMAR / Divorce Papers with copy of court decision | 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, 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 is living with or over whom PAP exercises parental authority | Non-marital children |  |  |
|  | 1. Written consent of the spouse, if any, of the adoptee | Spouse of the adoptee |  |  |
|  | 1. Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references. Contact numbers must be indicated | Petitioners |  |  |
|  | 1. Recent 5R size close-up and whole-body pictures of the child and the PAP 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. Medical evaluation of the PAP | Template from RACCO  Licensed Physician |  |  |
|  | 1. Health and Medical Profile Form of the adoptee, may be waived if already an adult | Template from RACCO  Licensed Physician |  |  |
|  | 1. Psychological evaluation of the PAP prepared within two years based on the date of the report | Licensed Psychologist |  |  |
|  | 1. Psychological evaluation of the child, for children five years old and above, prepared within two years based on the date of the report; as recommended by the social worker if the adoptee is already an adult | Licensed Psychologist |  |  |
|  | 1. Certificate of Attendance by the Petitioner in Pre- Adoption Fora and Seminar | Template from 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 biological parent/s/ of the child or PSA copies of death certificate of biological parent | Biological parent |  |  |
|  | 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) | 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 |  |  |  |