

**CHECKLIST**  
**APPLICATION FOR A DEPENDANT'S PASS TO ADOPT A FOREIGN CHILD**

Dear Applicant/s

- Please note that you are required to bring the Original copies of documents for verification.
- Incomplete submissions will not be accepted.
- Your application will take about two weeks to be processed from the date of submission of all required documents.
- Please provide an official translation if any of the above documents is not written in English.

Please submit the following documents through the following ways:

i) Application by Post, addressed to:  
**CHILD WELFARE/CHILD PROTECTIVE SERVICE**  
**512 Thomson Road, #10-00 MSF Building, Singapore 298136**

ii) Application by Hand, addressed to  
**CHILD WELFARE/CHILD PROTECTIVE SERVICE, 10<sup>th</sup> floor** and drop the documents in a sealed envelope in "MSF Drop Box" located at the lobby of MSF Building.

Please contact us at Tel: 6355 6388 if you need clarifications.

**I FORMS**

1 copy of duly completed and signed Form 12A

This checklist

**II DOCUMENTS (PHOTOCOPIES) TO BE PRODUCED BY PROSPECTIVE ADOPTIVE PARENT(S)**

For Singapore Citizens and Singapore Permanent Residents – Identity Cards  
For Non-Singapore Citizens – Passport and immigration facilities eg. Employment Pass, Dependant's Pass and Long Term Visit Pass

Letter(s) of employment or the latest pay slip, if employed or copy of Business Registration Certificate, if self-employed

Latest Income Tax Notice of Assessment

A copy of the Home Study Report or Waiver of Home Study Report letter

For prospective adopter(s) who are **both** non-Singapore citizens – A completed and endorsed **Letter of Support** from the Embassy/High Commission of your home country (Please download the Letter of Support form from the Adoption website [www.msf.gov.sg/adoption](http://www.msf.gov.sg/adoption)), together with a **Letter of Approval** from MSF.

An itemized breakdown of the costs incurred with proof of receipts if you have made payment to any person or agency for the transfer of the child either directly or indirectly. (Please download the template from the Adoption website [www.msf.gov.sg/adoption](http://www.msf.gov.sg/adoption))

### III DOCUMENTS (PHOTOCOPIES) TO BE PRODUCED FOR THE FOREIGN CHILD

A copy of child's Birth Certificate

A copy of the child's Student Pass or Long Term Pass (If any)

**All** pages (including blank pages) of the child's passport are required – The passport needs to be valid for at least 9 months for the first issuance of the Dependant's Pass and 6 months for each extension application.

The **Consent for adoption** from the child's biological parents.(Please refer to the Family Justice Courts website [www.familyjusticecourts.gov.sg](http://www.familyjusticecourts.gov.sg) > Forms > Form 39 Consent to Adoption Order and Dispensation of Service of Documents)

If either of the biological parents is under 21 years old, his/her parents' written consent must also be obtained. The consent of all relevant persons must be given in the Court's prescribed format and be signed before a commissioner for oaths/notary public.

If the consent of one of the biological parents is unable to be obtained, the other biological parent must provide an **Affidavit** to explain why the consent is unavailable. It must be signed before a commissioner for oaths/notary public. You may wish to seek legal advice if you need help to prepare the affidavit.

One recent passport-sized colour photograph of child. Please write child's name at the back of the photograph and **do not** staple the photograph. The photograph must be:

- 35 mm wide by 45 mm high without border and taken within the last three months;
- in colour taken against plain white background without shadows;
- taken full face without headgear, unless the applicant habitually wears a headgear in accordance with religious or racial customs. The headgear must not hide the applicant's facial features; and
- the facial image must be 25 mm and 35 mm from chin to crown

### IV CONTACT INFORMATION

To facilitate correspondence, please provide us with the following information:

Name of applicant : \_\_\_\_\_

Contact Number : \_\_\_\_\_ (HP)

\_\_\_\_\_ (Home)

Email address : \_\_\_\_\_