

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

Dear Applicant(s)

- Please submit your application at <https://app.adoption.gov.sg/ApplyForDependantPass.aspx> or email your application together with the required documents to [MSF\\_CW\\_DP@msf.gov.sg](mailto:MSF_CW_DP@msf.gov.sg).
- **Incomplete submissions will not be processed.**  
Note: Incorrect or inadequate documents and/or affidavits will require rectification as needed.
- Your application will take an average of **20 working days** to be processed from the date of **submission of all required documents, assuming all the documents are in order.**
- Provide an official translation if any of the documents listed below is not written in English.

Please email us at [MSF\\_CW\\_DP@msf.gov.sg](mailto:MSF_CW_DP@msf.gov.sg) if you need clarifications.

**I FORMS**

Copy of duly completed and signed Form 12A (if submitted via email)

This checklist (if submitted via email)

**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 3 months' pay slip, if employed or copy of Business Registration Certificate, if self-employed

Latest Income Tax Notice of Assessment

A copy of the **favourable** 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.

### 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 24 months** at the point of application for the first Dependant's Pass and at least **9 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 Document for more information)

If either of the biological parents is under 21 years old, his or 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 and MUST reflect the comprehensive efforts undertaken to solicit the other biological parent's consent. 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.

(Please refer to <https://www.msf.gov.sg/Adoption/Pages/How-to-adopt-a-foreign-child-excluding-children-from-the-Peoples-Republic-of-China.aspx> for more information)

One recent passport-sized colour photograph of child. 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 (all fields are mandatory)

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

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

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

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

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