

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

- Please 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.**
- Your application will take about **20 working days** to be processed from the date of submission of all required documents.

**I. FORMS**

1 copy of duly completed and signed Form 12A

**II. DOCUMENTS TO BE PRODUCED**

The Applicants' ID and FIN cards

- For Singapore Citizens and Singapore Permanent Residents – Identity Cards
- For Foreign Citizens – Employment Pass / Dependent's Pass / Long – Term Visit Pass (LTVP)

A lawyer's letter stating the status of the court adoption proceeding and reason(s) for the extension

The Child's passport (valid for at least **9 months**) and Dependant's Pass

**Short-term Visit Pass (STVP) if the child's DP has already expired or has less than 1-week validity.**

- Applicants have to apply for STVP with ICA
- The application for DP extension will not be processed unless the STVP is submitted.

One recent passport-sized colour photograph if the child is below 3yrs of age

- 35mm 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 25mm and 35mm from chin to crown.

**III. 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 : \_\_\_\_\_