

CHECKLIST

APPLICATION FOR A DEPENDANT'S PASS (DP) TO ADOPT A FOREIGN CHILD

Dear Applicant(s)

- Please submit your application at <https://go.gov.sg/mymsfportal>
- **Incomplete applications are liable to be rejected.**
Note: Further documents / information may be required in addition to those stated in the checklist. Incorrect or inadequate documents and/or affidavits will require rectification as needed.
- Applications received with the **completed** set of forms and documents will be processed within 20 working days. For complex applications where more information/ assessment is required, processing time may be extended.
- Provide an official translation if any of the documents listed below is not written in English.

I FORMS

- ☐ Copy of duly completed and signed Form 12A
(Please refer <https://go.gov.sg/msf-dp-form12a>)
- ☐ This checklist

II DOCUMENTS 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 e.g. Dependant's Pass and Long-Term Visit Pass
- ☐ A valid Letter of Eligibility (LOE) with a minimal validity of 3 months.

- ☐ 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 Adoption Suitability Assessment.
- ☐ Marriage certificate. Please also include a copy of identification (front and back) as indicated in the marriage certificate. [For joint applicants]
- ☐ An itemized breakdown of 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. As per ACA 2022 Section 54(2), an adoption agency must list the [information required in the prescribed format and in the prescribed itemized components.](#)

III DOCUMENTS TO BE PRODUCED FOR THE FOREIGN CHILD

- ☐ A copy of child's Birth Certificate.
- ☐ A copy of the child's Short-Term Visit Pass, 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.
- ☐ The **Form ACA-1, ACA-2 and Consent form for data collection.**
(Please refer [MSF | Step 3 – Identify a Child to Adopt](#))

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/what-we-do/adoption/adoption-process/step-3-identify-a-child-to-adopt> for more information)

- ☐ A copy of the Witness's ID (i.e. witness who signed off in the ACA-2 form)
- ☐ For the adoption of an unrelated child, the biological parent (s) or relevant person (s) must provide an **Affidavit** to explain the follow:
 - a) How and when they approached the agency/agent/adoptive parents
 - b) Reasons for placing the child for adoption
 - c) Details of payments received in the course of the transfer of the child.
 - d) Information on whether they have placed other biological children for adoption.
 - e) Confirmation that they will remain contactable during the Guardian-in-Adoption's (GIA) social investigation
 - f) Consent for the Child to be raised and adopted by family of different faith and ethnicity, if adoptees are of a different race or religion.
- ☐ 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 35mm from chin to crown

IV DOCUMENTS TO BE PRODUCED BY BIRTH PARENT(S)

- ☐ A copy of the birth parent's ID.
- ☐ A copy of the birth parent's DNA report (if required).
- ☐ Marriage Certificate or/and Divorce certificate.

V ADDITIONAL DOCUMENTS

- ☐ Deed poll. (if there are changes to the name reflected in the official documents)
- ☐ Death Certificate. (where applicable)
- ☐ Statutory Declaration (where applicable)

VI 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 : _____