

## **CHECKLIST**

### **APPLICATION FOR AN EXTENSION OF 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.
- If the current DP has expired or has less than 2 weeks' validity, the application for DP extension will not be processed, unless the STVP is submitted.

#### **I FORMS**

- ☐ Copy of duly completed and signed Form 12A - <https://go.gov.sg/msf-dp-form12a>
- ☐ This checklist. (document to be submitted in the portal application)

#### **II DOCUMENTS TO BE PRODUCED**

- ☐ For Singapore Citizens and Singapore Permanent Residents - Identity Cards
- ☐ For Non-Singapore Citizens-Passport **and** immigration facilities e.g. Employment Pass, Dependant's Pass and Long-Term Visit Pass
- ☐ A lawyer letter stating the status of the court adoption proceeding and reason(s) for the extension, if applicable.
- ☐ The Child's passport (valid for at least **9 months**).

- ☐ A copy of the Child's Dependant's Pass or Short-term Visit Pass (STVP) if the Child's current Dependant's Pass has already expired or has less than 2 weeks' validity.
- ☐ 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

### **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 : \_\_\_\_\_