

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

- Please submit your application at <https://go.gov.sg/dpextension> or email your application together with the required documents to [msf\\_adoption@msf.gov.sg](mailto:msf_adoption@msf.gov.sg).
- **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.
- 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**.

Please email us at [msf\\_adoption@msf.gov.sg](mailto:msf_adoption@msf.gov.sg) if you need clarifications.

**I. FORMS**

- Copy of duly completed and signed Form 12A - <https://go.gov.sg/msf-dp-form12a>.
- This Checklist.

**II. DOCUMENTS TO BE PRODUCED**

- 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.
- A lawyer's 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 DP has already expired / has less than 2-weeks' validity.**
  - For DPs that have expired or have less than 2 weeks' validity, the application for DP extension will not be processed unless the STVP is submitted.
- One recent passport-sized colour photograph of child. The photograph must be:
  - 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 : \_\_\_\_\_