

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

Dear Applicant(s)

- Please submit your application at <https://go.gov.sg/dpapplication> 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.**
- Provide an official translation if any of the documents listed below is not written in English.

Please email us at to [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 (if submitted via email).  
<https://go.gov.sg/msf-dp-form12a>

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.

A valid Letter of Eligibility 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.

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 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 for the first Dependant's Pass and at least **9 months** for each extension 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.)

An **Affidavit from birth parents** to explain the following:

- 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 35 mm from chin to crown

### IV DOCUMENTS (PHOTOCOPIES) 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

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**ADDITIONAL DOCUMENTS**

Deed poll (if there are changes to the name reflected in the official documents)

Death Certificate (where applicable)

Statutory Declaration (where applicable)

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