



DECLARATION OF A CHILD LEGALLY AVAILABLE FOR ADOPTION

FOR ABANDONED AND FOUNDLING CHILDREN:

1. Endorsement Letter from Petitioner to RACC Officer
2. Notarized Petition with Endorsement letter from Petitioner to RACCO
3. Updated Social Case Study Report (with PRC License Number and Validity)
4. Written Certification from radio/TV station that the case was aired on three (3) different occasions
5. One (1) newspaper publication and/or Affidavit of Publication
6. Proof of posting of the publication to the official social media account of MSWDO/CSWDO/CCA's/CPA's
7. Either police, report or barangay certification or certified copy of tracing report issued by PNRC
8. Returned registered mail
9. Birth /Foundling Certificate/ CTC from LCR or SECPA (if the document is available) / Child's Profile
10. Recent photograph
11. Photograph of the child upon admission/abandonment
12. Notice of Petition
13. Certificate of Posting

FOR SURRENDERED CASES:

1. Letter of recommendation addressed to RACC Officer
2. Social Case Study Report
3. Certificate of Posting
4. Notarized Deed of Voluntary Commitment (DVC)
5. Valid Certificate of Authority for a Notarial Act (CANA)
6. Birth Certificate (PSA Secpa copy of Certified True Copy)
7. Recent whole-body photograph
8. Photograph of the child upon relinquishment/admission to agency/individual
9. Notarized Petition with an Endorsement letter from Petitioner to RACCO
10. Endorsement Letter from RACC Officer to NACC

FOR NEGLECTED/ABUSE CHILDREN

1. Letter of Recommendation to the NACC Undersecretary
2. All original copies of the court order re: Termination of Parental Rights and certified true copies of the other supporting documents presented in court



Republic of the Philippines
National Authority for Child Care

Est. 2022

Additional Documents may be required to support the report/case of the child if it is in the Best Interest of the Child to be issued with CDCLAA.

1. Copy of the ID used by the child's birth parents/relatives in signing the DVC (refer to Article 216 of Family Code, who will exercise substitute parental authority in default of child's birthparent/s.)
2. Death Certificate of Birth Parent/s (if deceased)
3. Psychiatric/ Psychological Evaluation Report (if birthparents/ is/ are/ or diagnosed to be intellectually challenged or with mental problem/illness)
4. DVC of legal husband (if the child was born within valid marriage); if whereabouts is unknown, comply with the requirements for petition
5. Copy of Marriage Certificate or Certificate of No Marriage (if necessary)
6. Medical Certificate/ Bone and/or Dental Aging Result (for foundling cases)
7. Birth Certificate of the child's birth mother (if the child's maternal grandparents/s signed the DVC to establish the relationship of the child's birth mother and maternal grandmother)
8. Affidavit of Discrepancy signed by the child's birth mother (if the signature of the birthmother in the birth certificate and DVC are different as well as the child's birth order in the Birth Certificate was incorrect)
9. Affidavit of Two Disinterested Person/s (if the informant in the child's birth certificate is not the child's birthmother)
10. Certificate of Authority for a Notarial Act (CANA) for surrendered cases.

**If necessary, the NACC may require other documents to support the facts/information indicated/ claimed in the report.*

Other Supporting/Additional Documents for CDCLAA of Children Qualified under RA 11222

1. Affidavit of Admission from the Adopter(s)-Petitioner(s) and/or with the 3rd person who caused the simulation of birth.
2. Negative Certification of Birth Record from the Local Civil Registry Office and Philippine Statistics Authority
3. Written consent to the Adoption of the following:
 - prospective adoptees, aged 10 years old and above
 - legitimate and adopted children aged 10 years old and above
 - Illegitimate children, aged 10 years old and above, of the adopter(s) if any, if living with the adopter(s)
4. Certificate of Authority for a Notarial Act (CANA)
5. Undertaking and Oath accomplished by the petitioner(s) holding permanent residence abroad and/or one of the petitioners is of foreign citizenship who is married to a Filipino and who prefers the R.A. No. 11222 process

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APPLICATION FOR DOMESTIC ADOPTION

APPLICATION OF ADOPTIVE APPLICANTS

1. Application and Undertaking Form;
2. Authenticated or SECPA copy of the birth record of the applicant/s;
3. Authenticated or SECPA copy of the Marriage Certificate and/or Certificate of No Marriage in SECPA form, in case of termination of marriage, Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate if Foreign applicant; Annulment Decree with Certificate of Finality, Declaration of Nullity, or legal Separation Documents for Filipino applicant;
4. Written consent from the appropriate person/s;
5. Medical evaluation form with tests results and Medical Certification by a duly licensed physician. The Certification should indicate that the applicant has no medical condition that prevents him/her in acting or assuming parental responsibilities and taken at least six months from the time of preparation of the Home Study Report;
6. Psychological evaluation report on the applicant/s, as recommended by the social worker;
7. NBI or Police Clearances or Court Clearances issued within one year before the filing of the application;
8. Latest Income Tax Return (ITR) or any document showing financial capacity;
9. Letters attesting to the character and general reputation of the PAP/s from at least three non-related character references, of one preferably from an employer or supervisor or with whom the adoptive applicant/s have business dealings. The contact details of the person attesting and the date of its signing must be indicated in the letter;
10. Recent Photograph 5R (127mmx178mm) of the applicant/s, his or her immediate family members and their home, taken within the last six (months from the date of submission of application; all photos must be dated; and
11. Certificate of Finality (if with a previously adopted child).
12. Additional Requirements for Foreign Nationals.
13. Certificate of Residency in the Philippines for at least five years issued by the Bureau of Immigration or Department of Foreign Affairs, as appropriate; and
14. Police Clearance from police authorities where the foreign applicant has lived for more than 12 months any time in the past fifteen 15 years.
15. The Certificate of Completion/participation to adoption themed training/s or undertaking to complete pre-adoption training shall be attached to the Petition once the applicant/s file for the domestic administrative adoption.
16. Moreover, other documents may be required by the social worker as deemed necessary based on their assessment and recommendation.



INTERREGIONAL MATCHING

A. PROSPECTIVE ADOPTIVE PARENT/S (PAP/S) DOSSIER (NACC-IRM LEVEL)

Other requirements are the same as the requirements during the application of PAP/s

1. Certificate of Attendance to Adoption Forum
2. Home Study Report (HSR)
3. Regional Matching Clearance (RAC) Interregional Matching
4. Other documents may be required by the social worker as deemed necessary based on their assessment and recommendation.

B. CHILD'S DOSSIER (NACC-IRM LEVEL)

Surrendered/ Abandoned/Foundling/Neglected Children

Other requirements are the same as the requirements during the CDCLAA application

1. Health and Medical Profile (updated within the last 6 months or more recent if there is significant progress/development in the child's medical condition)
2. Regional Adoption Clearance (RAC) for Interregional Matching
3. Psychological evaluation for children five (5) years old and above prepared within 2 years based on the date of the report

Additional Supporting Documents

1. Death Certificate of biological parents (if deceased)
2. Psychiatric/ Psychological Evaluation Report of biological parents (if applicable)
3. DVC of husband (if the child was born within a valid marriage, Marriage Certificate (if necessary)



RA NO. 11222 OR THE “SIMULATED BIRTH RECTIFICATION ACT”

PETITION: R.A. NO. 11222

1. Letter of endorsement
2. Petition
3. Authenticated copy of the simulated birth record of the child and of the petitioner(s)
4. Affidavit of admission, if the simulation of birth was done by a third person
5. Barangay Certification attesting that: <ul style="list-style-type: none">- the petitioner(s) is/are bona fide residents of the barangay;- the child has been living with or under the custody of the petitioner(s) for at least three (3) years or since March 29, 2016 or earlier; and- if applicable, the petitioner(s) is/are indigent.
6. Notarized Affidavits attesting that the child has been living with the petitioner(s) for at least three (3) years prior to effectivity of the Act
7. Original copy of CDCLAA (except for children related within the fourth degree of consanguinity or affinity and adult adoptees)
8. Oldest and recent photographs of the child and petitioner(s) taken within the last 3 months prior to filing of the petition
9. Certificate of Attendance in Pre-adoption forum/seminar
10. As applicable, Marriage Contract/Decree of Annulment/Declaration of Nullity of Marriage or Decree of Legal Separation
11. Latest Physical and Medical Evaluation of the adopter(s)
12. Psychological Evaluation (when appropriate)
13. Latest NBI/Police Clearance
14. Latest income tax return or any other documents showing financial capability e.g. Certificate of Employment/Bank Certificate or Statement of Assets and Liabilities
15. Negative Certification of Birth
16. Certified True Copy of the receipts of socialized fee (waived if petitioner(s) is/are assessed indigent)
17. Written consent to adoption
18. Certificate of Authority for a Notarial Act (CANA)
19. Letter re: Contact Details
20. In case one of the petitioners is a foreign national married to a Filipino: <ul style="list-style-type: none">- Residence in the Philippines for at least three (3) continuous years prior to the filing of petition and maintains such residence until the Order of Adoption is issued;- Certification as to legal capacity adopt in his or her country and that his or her government allows the adoptee to enter his or her country as his or her adopted son or daughter.
21. Social Case Study Report
22. Verbatim Transcription of the Mandatory Appearance proceedings
23. Certificate of Appearance
24. Recommendation on the Petition



Republic of the Philippines
National Authority for Child Care

Est. 2022

PETITION FOR ADOPTION

A. REGULAR ADOPTION

1. Home Study Report and Child Case Study Report or Social Case Study Report, whichever is applicable, prepared within six months based on the date of the report.
2. Authenticated or Security Paper copies of the birth record of the PAP/s and the child/adoptee;
3. Authenticated or Security Paper copy of Marriage certificate and/or Certificate of No Marriage. In case of termination of marriage, Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate if foreign applicant; Annulment Decree with Certificate of Finality, Declaration of Nullity, or Legal Separation Documents for Filipino applicant;
4. NBI or Police Clearance or Court Clearances.
5. Authenticated or Security Paper copies of the Death Certificate of the child/adoptee's biological parents, if applicable;
6. Original copy of CDCLAA, if applicable;
7. Result of the recent medical evaluation of the child/adoptee and the PAP/s prepared within six months prior to application;
8. Psychological evaluation of the PAP/s prepared within two years based on the date of the report;
9. Psychological evaluation of the child, for children five years old and above prepared within two years based on the date of the report;
10. Child care plan with a list of at least three temporary custodians of the child in order of preference in case of death, absence or incapacity of the PAP/s;
11. Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references, of one preferably from an employer or supervisor or with whom the PAP/s have business dealings. The contact details of the person attesting must be so indicated in the letter;
12. Recent 5R (127x178 millimeter) close-up and whole-body pictures of the child and the PAP/s taken within the last six (6) months; The date when the photo was taken must be indicated;
13. Documents showing the financial capacity of the PAP/s;
14. Written consent of the adoptee, if ten (10) years of age or over;
15. Written consent of the marital and adopted children, ten (10) years of age or over, of the adopters, if any;
16. Written consent of the non-marital children, ten (10) years of age or over, of the adopter if living with said adopter or over whom the adopter exercises parental authority and the latter's spouse, if any;
17. Written consent of the spouse, if any, of the person adopting or to be adopted
18. Certificate of Attendance at Pre-Adoption Forum, Training and Seminars;
19. Certificate of Matching/Presentation;
20. Pre-adoption Placement Authority (PAPA);
21. Post-placement Report;
22. Certificate of Authority for a Notarial Act of the petition;
23. Case Brief
24. Certificate or Affidavit of Publication;
25. Verbatim Transcription of the Mandatory Appearance proceedings
26. Endorsement/Transmittal Letter to NACC



Republic of the Philippines National Authority for Child Care

Est. 2022

B. STEPPARENT ADOPTION

1. Child Case Study Report and Home Study Report or Social Case Study Report, whichever is applicable under the circumstances;
2. PSA copies of the birth record of the PAP/s and the child;
3. Authenticated or SECPA copy of the Marriage Certificate or Certificate of No Marriage Record (CENOMAR). In case of termination of marriage, or Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate, if foreign applicant; Decree of Annulment, Decree of Nullity of Marriage, or Decree of Legal Separation or the PSA copy of the Certificate of Marriage with annotation of the annulment of marriage, declaration of nullity of marriage or legal separation for Filipino applicant;
4. NBI or Police Clearance or Court Clearances;
5. PSA copy of the Death Certificate of the child's biological parents, if applicable;
6. Written consent of the child ten (10) years of age or over;
7. Written consent of marital and adopted children of PAP/s, ten (10) years of age or over;
8. Written consent of non-marital children, ten (10) years of age or over, of whom the PAP/s is living with or over whom PAP/s exercises parental authority;
9. Written consent to the adoption of the spouse of the PAP/s;
10. Written consent of the biological father or mother of the marital child or of the biological mother of the non-marital child, or the person(s) exercising substitute parental authority over such child, to be adopted. This is not required, when the adoptee is already an adult;
11. Psychological evaluation of the PAP/s prepared within two (2) years based on the date of the report.
12. Psychological evaluation of the child, for children five (5) years old and above prepared within two (2) years based on the date of the report as recommended by the social worker except when the adoptee is already an adult;
13. Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references, of one preferably from an employer or supervisor or with whom the PAP/s have business dealings. The contact details of the person attesting and the date when the letter was prepared must be indicated in the document;
14. Recent 5R (127x178 millimeter) close-up and whole-body pictures of the adoptee and the PAP/s taken within the last six (6) months; The date when the photo was taken must be indicated;
15. Documents showing the financial capacity of the PAP/s.
16. Certificate of Attendance at Pre-Adoption Forum, Training and Seminars;
17. Certificate of Authority for a Notarial Act of the Petition;
18. Proof of efforts to locate the other biological parent, if the adoptee is marital child such as Media postings (radio, t.v., print and official social media), letter to the last known address;
19. Certificate of Presentation, as applicable;
20. Pre-Adoption Placement Authority;
21. Post-placement Report, as applicable; and,
22. Order from the court approving the withdrawal of the case or order of dismissal or Decision, if the case has been previously filed with the court;
23. Certificate or Affidavit of Publication;
24. Case Brief
25. Verbatim Transcription of the Mandatory Appearance proceedings
26. Endorsement/Transmittal Letter to NACC

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Republic of the Philippines National Authority for Child Care

Est. 2022

C. RELATIVE ADOPTION (C.1: RELATIVE PROPER)

1. Child Case Study Report and Home Study Report or Social Case Study Report, whichever is applicable
2. PSA copy of the birth record of the PAP/s and the child;
3. Authenticated or SECPA copy of the Marriage Certificate or Certificate of No Marriage Record (CENOMAR). In case of termination of marriage, or Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate, if foreign applicant; Decree of Annulment, Decree of Nullity of Marriage, or Decree of Legal Separation or the PSA copy of the Certificate of Marriage with annotation of the annulment of marriage, declaration of nullity of marriage or legal separation for Filipino applicant;
4. NBI or Police Clearance or Court Clearances.
5. Written consent to the adoption by the biological parent/s or the person/s exercising substitute parental authority over the child. If the child is a non-marital child, only the written consent of the mother is required. This is not required, when the adoptee is already an adult;
6. Written consent of the child if ten (10) years of age or over;
7. Written consent of marital or legitimate and adopted children of PAP/s, ten (10) years of age or over;
8. Written consent of non-marital children, (10) years of age or over, with whom the PAP/s is living with
9. Authenticated or Security Paper copy of the Death Certificate of the child's biological parents, if applicable;
10. Result of the recent medical evaluation of the child and the PAP/s prepared within six months prior to application;
11. Psychological evaluation of the PAP/s prepared within 2 years based on the date of the report, except if the relative child is adult.
12. Psychological evaluation of the child, for children five years old and above prepared within two years based on the date of the report, as recommended by the social worker except when the adoptee is already an adult.
13. Child care plan with a list of at least three temporary custodians of the child in order of preference in case of death, absence, or incapacity of the PAP/s, except when the adoptee is already an adult.;
14. Letters attesting to the character and general reputation of the PAP/s from at least three non-related character references, of one preferably from an employer or supervisor or with whom the PAP/s have business dealings. The contact details of the person attesting and the date when the letter was prepared must be indicated in the document;
15. Recent 5R (127x178 millimeter) close-up and whole-body pictures of the adoptee and the PAP/s taken within the last six months; The date when the photo was taken must be indicated; and
16. Documents showing the financial capacity of the PAP/s.
17. Certificate of Attendance at Pre-Adoption Forum, Training and Seminars;
18. Certificate of Authority for a Notarial Act of the Petition;
19. Proof of efforts to locate the other biological parent, if the adoptee is marital child such as Media postings
20. Certificate of Presentation, as applicable;
21. Pre-Adoption Placement Authority (PAPA);
22. Post-placement Report, as applicable;
23. Order from the court approving the withdrawal of the case or order of dismissal or Decision, if applicable
24. Certificate or Affidavit of Publication
25. Case Brief
26. Verbatim Transcription of the Mandatory Appearance proceedings
27. Endorsement/Transmittal Letter to the NACC



C. RELATIVE ADOPTION (C.2 ADOPTION OF ONE'S OWN NON-MARITAL CHILD)

1. Child Case Study Report and Home Study Report or Social Case Study Report, whichever is applicable depending on the circumstances
2. PSA copy of the birth record of the PAP/s and the child;
3. Authenticated or SECPA copy of the Marriage Certificate or Certificate of No Marriage Record (CENOMAR). In case of termination of marriage, or Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate, if foreign applicant; Decree of Annulment, Decree of Nullity of Marriage, or Decree of Legal Separation or the PSA copy of the Certificate of Marriage with annotation of the annulment of marriage, declaration of nullity of marriage or legal separation for Filipino applicant;
4. Written consent to the adoption by the biological mother, if the petitioner is the biological father;
5. Written consent of the child if ten (10) years of age or over;
6. Written consent of marital and adopted children of PAP/s, ten (10) years of age or over;
7. Written consent of non-marital children, ten (10) years of age or over, with whom the PAP/s is living with or over whom the PAP/s exercise parental authority;
8. PSA copy of the Death Certificate of the child's biological parent/s, if applicable;
9. Recent 5R (127x178 millimeter) close-up and whole-body pictures of the adoptee and the PAP/s taken within the last six (6) months; The date when the photo was taken must be indicated;
10. Certificate of Attendance at Pre-Adoption Forum
11. Certificate of Authority for a Notarial Act of the Petition;
12. Proof of efforts to locate biological mother or the one exercising substitute parental authority over the child such as Media postings (radio, t.v., print and official social media), letter to the last known address, when applicable;
13. Pre-Adoption Placement Authority, when required;
14. Order from the court approving the withdrawal of the case or order of dismissal or Decision, if the case has been previously filed with the court;
15. Case Brief
16. Certificate or Affidavit of Publication
17. Verbatim Transcription of the Mandatory Appearance proceedings
18. Endorsement/Transmittal Letter to NACC



Republic of the Philippines
National Authority for Child Care

Est. 2022

D. ADULT ADOPTION

1. Child Case Study Report and Home Study Report or Social Case Study Report, whichever is applicable under the circumstances;
2. PSA copy of the birth record of the PAP/s and the adoptee;
3. Authenticated or SECPA copy of the Marriage Certificate or Certificate of No Marriage Record (CENOMAR). In case of termination of marriage, or Authenticated Divorce papers with copy of court decision and Certificate of Finality by their Consulate, if foreign applicant; Decree of Annulment, Decree of Nullity of Marriage, or Decree of Legal Separation or the PSA copy of the Certificate of Marriage with annotation of the annulment of marriage, declaration of nullity of marriage or legal separation for Filipino applicant;
4. NBI or Police Clearance or Court Clearances;
5. Written consent of the adoptee;
6. Written consent of marital and adopted children of PAP/s, ten (10) years of age or over;
7. Written consent of non-marital children, ten (10) years of age or over, with whom the PAP/s is living or over whom the PAP/s exercise parental authority;
8. Written consent of the spouse, if any, of the adoptee;
9. Letters attesting to the character and general reputation of the PAP/s from at least three (3) non-related character references, of one preferably from an employer or supervisor or with whom the PAP/s have business dealings. The contact details of the person attesting and the date when the letter was prepared must be indicated in the document.
10. Recent 5R (127x178 millimeter) close-up and whole-body pictures of the adoptee and the PAP/s taken within the last six (6) months; The date when the photo was taken must be indicated; and
11. Documents showing that the adoptee has been consistently considered and treated as their own child by the PAP/s for at least three (3) years before reaching the age of majority, such as Barangay Certification and old photos of the adoptee and the PAPs.
12. Certificate of Attendance at Pre-Adoption Forum, Training and Seminars;
13. Certificate of Authority for a Notarial Act (CANAN) of the Petition;
14. Tri-media posting certificate/s as proof of efforts to locate biological family; when applicable;
15. Pre-Adoption Placement Authority;
16. Order from the court approving the withdrawal of the case or order of dismissal or Decision, if the case has been previously filed with the court,;
17. Certificate or Affidavit of Publication;
18. Case Brief
19. Verbatim Transcription of the Mandatory Appearance proceedings
20. Endorsement/Transmittal Letter

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ADDITIONAL REQUIREMENTS FOR FOREIGN NATIONALS

In case the petitioner/s is a foreign national:

1. a duly authenticated copy of the foreign domestic law on adoption or a certification that the adopter/s' country will acknowledge the Order of Adoption as valid, acknowledge the child as a legal child of the adopters, and allow entry of the child in such country as an adoptee
2. Certificate of Residency (or Certificate of Alien Registration together with travel records) in the Philippines for at least five years issued by the Bureau of Immigration or Department of Foreign Affairs, as appropriate; (*May be waived if,*
 - A former Filipino citizen, habitually residing in the Philippines, who seeks to adopt a relative within the fourth (4th) civil degree of consanguinity or affinity; or
 - One who seeks to adopt the marital child of the Filipino spouse; or
 - One who is married to a Filipino citizen and seeks to adopt jointly with the spouse a relative within the fourth (4th) degree of consanguinity or affinity of the Filipino spouse)
3. Police Clearance from police authorities where the foreign applicant has lived for more than 12 months any time in the past fifteen 15 years.

ADDITIONAL REQUIREMENT FOR PETITIONERS WITH DUAL CITIZENSHIP

1. Undertaking and Oath for Prospective Adoptive Parent/s Permanently Residing Abroad and /or Foreign Citizenship, notarized in Notary Public
2. Oath of Allegiance and Identification Certificate
3. Order of Approval Re: Citizenship Retention and Re-Acquisition under RA 9225