

Process of Domestic Adoption

The process of DOMESTIC ADOPTION in the Philippines

Office or Division	Adoption Resource and Referral Section (ARRS)/ Protective Services Division (PSD)	
Classification	Highly Technical	
Type of Transaction	Government to Governments Government to Citizens	
Who May Avail:	Local Government Units (LGUs), Child Caring/ Placing Agencies (CCAs/CPAs) and DSWD – NCR – Adoption Resource and Referral Section (ARRS)	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
A. Abandoned, Foundling, Neglected and Dependent Children with issued Certification Declaring the Child Legally Available for Adoption (CDCLAA)		
1. Letter from the petitioner addressed to Field Office Regional Director	LGUs, CCAs/ CPAs	
2. Child's Profile	LGUs, CCAs/ CPAs	
3. Child Study Report (with Social Worker's PRC Licensed No. and Validity Date)	LGUs, CCAs/ CPAs	
4. Two (2) copies of Birth Certificate/ Certificate of Foundling (SECPA copy)	LGUs, CCAs/ CPAs	
5. Photograph of the child (colored and taken at least three (3) months)	LGUs, CCAs/ CPAs	
6. Photocopy of Certification Declaring the Child Legally Available for Adoption (CDCLAA)	LGUs, CCAs/ CPAs	
7. Medical Certificate/ Health and Medical Profile (updated within six (6) months or more recent)	Registered and Licensed Physician	
8. Psychological Evaluation Report (if child is five (5) years old and above)	Registered and Licensed Psychologist	
9. Consent to Adoption (if 10 years old and above)	Child	
A. Surrendered Children with issued Certification Declaring the Child Legally Available for Adoption (CDCLAA)		
1. Letter of Application addressed to Field Office Regional Director	LGUs, CCAs/ CPAs	
2. Child's Profile	LGUs, CCAs/ CPAs	
3. Child Study Report (with Social Worker's PRC Licensed No. and Validity Date)	LGUs, CCAs/ CPAs	
4. Notarized Deed of Voluntary Commitment (DVC) and copy of the valid ID used by the child's birthparent/s/relative/s	LGUs, CCAs/ CPAs	

5. Two (2) copies of Birth Certificate (SECPA copy)	Local Civil Registry (LCR) or Philippine Statistics Authority (PSA)
6. Photograph of the child (colored and taken at least three (3) months)	LGUs, CCAs/ CPAs
7. Certificate of Authority for a Notarial Act (CANA)	<i>Regional Trial Court</i> signed by the Executive Judge/Vice-Executive Judge/ any office authorized signatories
1. Medical Certificate/ Health and Medical Profile (updated within six (6) months or more recent)	Registered and Licensed Physician
2. Psychological Evaluation Report (if child is five (5) years old and above)	Registered and Licensed Psychologist
3. Consent to Adoption (if 10 years old and above)	Child
B. Prospective Adoptive Parents (PAPs)	
1. <i>Home Study Report</i>	<i>DSWD-NCR-ARRS, Accredited CPAs (Kaisahang Buhay Foundation and NORFIL Foundation)</i>
2. <i>Authenticated birth certificate</i>	<i>Philippine Statistics Authority (PSA)</i>
3. <i>Marriage Contract/ Certificate in SECPA copy or Authenticated Divorce papers with copy of court decision and Certificate of Finality (for cases of foreign PAPs) by their Consulate, Annulment Decree with Certificate of Finality, Declaration of Nullity or Legal Separation Documents (for Filipino applicants)</i>	<i>Philippine Statistics Authority (PSA), Prospective Adoptive Parents (PAPs)</i>
4. <i>Written Consent to the Adoption by the legitimate child and adopted sons/ daughters and illegitimate son/ daughters if living together with the PAPs, at least 10 years of age.</i>	<i>Prospective Adoptive Parents (PAPs)</i>
5. <i>Physical and Medical Evaluation/ Certification</i>	<i>Registered and Licensed Physician</i>
6. <i>Psychological Evaluation Report (if necessary)</i>	<i>Registered and Licensed Psychologist</i>
7. <i>National Bureau Investigation (NBI) or Police Clearance</i>	<i>National Bureau Investigation (NBI) or Police Station</i>
8. <i>Latest income tax return or any other documents showing financial capability (e.g. Certificate of Employment, Bank Certificate or Statement of Assets and Liabilities etc.)</i>	<i>Bureau of Internal Revenue (BIR), Bank, Employer of Prospective Adoptive Parents</i>

9. <i>Three (3) Character of Reference who have known the PAPs for more than three years (e.g. the local church/ Minister, the employer and a non-relative of the immediate community)</i>	<i>Prospective Adoptive Parents (PAPs)</i>
10. <i>3x5 inch – sized photos of the PAPs and his/her immediate family members (taken within the last three months from the date of submission of PAPs)</i>	<i>Prospective Adoptive Parents (PAPs)</i>
11. <i>Affidavit of Temporary Custody</i>	<i>Prospective Adoptive Parents (PAPs)</i>
12. <i>Certificate of Attendance in adoption seminar/ forum</i>	<i>DSWD-NCR-Adoption Resource & Referral Section, Kaisahang Buhay Foundation, NORFIL Foundation</i>

***Additional Requirements for Foreigners Nationals**

1. <i>Certification of Legal Capacity to Adopt</i>	<i>Consular Office/ Central Authority on Inter – Country Adoption or any government agency which has jurisdiction over the child and family matters</i>
2. <i>Certificate of Residence in the Philippines</i>	<i>Bureau of Immigration (BOI) or Department of Foreign Affairs (DFA)</i>
3. <i>Two (2) Characters of Reference from non-relatives who knew the PAPs in the country of which he/she is a citizen or was a resident prior to residing in the Philippines, except for those that resided in the Philippines for more than 15 years</i>	<i>Prospective Adoptive Parents (PAPs)</i>
4. <i>Police Clearance from all places of residence in the past two years prior to residing in the Philippines</i>	<i>Consular Office of the PAPs' country</i>

**Per Republic Act No. 8552 (Domestic Adoption Act of 1998) and DSWD Memorandum Circular No. 7 Series of 2015 (Amended Administrative Order No. 11 series of 2009 entitled Omnibus Guidelines on the Domestic Adoption Process), additional documents may be required to support the report/ case of the PAPs/ child.*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Administrative Phase				
A. Development of Prospective Adoptive Parents				
1. Attendance of Prospective Adoptive Parents (PAPs) to an	1. Provide orientation and issuance of Certificate of	None	One (1) working day.	Social Welfare Officers I & II of ARRS/ Social Worker of CPAs/ PAPs

<p>adoption forum or Seminar at DSWD Field Office or Accredited Child Placing Agencies (CPAs).</p>	<p>Attendance. PAPs that are outside jurisdiction of Field Office are allowed to attend the adoption forum.</p>			
<p>2. Submission of Prospective Adoptive Parents (PAPs) with the duly filled Application Form and complete documentary requirements.</p>	<p>2. Enter into the databank the date when the case of PAPs was received and other information (name of the PAPs, date of birth, age, civil status, origin/Field Office & type of adoption) and among others.</p> <p>2.1. Conduct personal interview with the PAPs/ family members and significant others.</p> <p>2.2. Prepare a Home Study Report of the PAPs and based on all information gathered.</p> <p>2.3. For direct entrustment cases, a case study report shall be prepared by a social worker and submitted</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>Within the first three (3) months since receipt of the case of the PAPs.</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p><i>Administrative Aide IV of ARRS</i></p> <p><i>Social Welfare Officers I & II of ARRS</i></p> <p><i>Social Welfare Officers I & II of ARRS</i></p> <p><i>Social Workers of City/Municipal Social Welfare Development Office (C/MSWDO)</i></p>

	<p>together with the complete documents required for both child and the PAPs to DSWD Field Office for issuance of the CDCLAA, Pre-Adoption Placement Authority (PAPA) and Affidavit of Consent to Adoption (ACA), if applicable.</p> <p>Conduct an assessment of the case and recommend for the issuance or non – issuance of ACA for direct entrustment cases that are referred by the Family Court to DSWD for issuance of ACA. A certified true copy of the documents submitted by the PAPs to the court may be accepted by ARRS (in cases when petition has been filed in court prior to the Department’s engagement).</p> <p>Adoption applicant for direct entrustment cases that has</p>			
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	<p>not yet filed their petition in a family court shall be assessed by the social worker in terms of PAPs' as well as the child's eligibility for adoption. Their circumstances shall also be assessed in terms of fulfilling the rights and needs of the child while under their care. In case of unfavourable finds, the child shall be removed immediately from the family. If favourable, the social worker shall manage the case towards the filing of petition for adoption in court.</p>			
TOTAL			Three (3) months	
B. Children with Issued CDCLAA				
<p>3. The Child Caring/ Placing Agencies and City/ Municipal Social Welfare Development Office (C/MSWDO) shall submit to DSWD Field Office the Child Study Report (CSR) with recommendation for permanent placement</p>	<p>3. Received the child's dossier for Regional Matching Conference.</p>	<p>None</p>	<p>Within 15 days from receipt of CDCLAA.</p> <p>For foundling cases, within 30 working days from the receipt of the CDCLAA.</p>	<p><i>Administrative Aide IV of ARRS</i></p>

of the child through adoption together with the documentary requirements (1 set of original and 1 set of photocopy).				
TOTAL			15 working days	
C. Regional Matching and Issuance of Inter – Country Adoption Clearance				
4. Submission of child and PAPs' dossiers to the DSWD Field Office with the documentary requirements (1 set of original and 1 set of photocopy).	4.1. Enter into the databank the name and information of child/ren/ family/ies and review, assess and recommend on the case.	None	One (1) working day	<i>Matching Secretariat of ARRS</i>
	4.2. Inform the concerned residential care facility/ Child Caring Agency/ Child Placing Agency/ Local Government Unit on the comments through an official letter or memorandum.	None	Within three (3) working days	<i>Matching Secretariat of ARRS</i>
	4.3. Submission of the requested/ required documents by the handling Social Worker.	None	Within 15 working days	<i>Social Welfare Officers I & II of ARRS/ Social Workers of CCAs & CPAs/ Social Workers of C/MSWDO</i>
	4.4. Prepare roster of children and PAPs if the Child/Home Study Report and	None	Within five (5) working days	<i>Matching Secretariat of ARRS</i>

	<p>documentary requirements are sufficient in form and in substance.</p> <p>4.5. Inform and invite the Social Worker managing the case/s through an official letter or memorandum to the Head of Agency/Office regarding the schedule of the matching conference for her/his presence and for the presentation of the case/s in the matching.</p> <p>If the managing social worker would not be available to present the case, the immediate supervisor or any representative who has the knowledge on the case/s shall be authorized by the Head of the Agency to present the case in the matching conference.</p> <p>4.6. Inform/invite the members of</p>	<p>None</p> <p>None</p>	<p>A day after the child/PAPs' dossier was reviewed or at least three (3) days prior to the schedule of matching</p> <p>At least three (3) days</p>	<p><i>Matching Secretariat of ARRS</i></p> <p><i>Matching Secretariat of</i></p>
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	<p>Regional Child Welfare Specialist Group (RCSWG) to the matching conference. If the principal of RCWSG member would not be available, the secretariat shall identify an alternate member in the matching conference to avoid delay or postponement.</p> <p>Invite an Imam in the matching conference in case there is/are Muslim child/ren for matching.</p> <p>Ensure a quorum of the RCWSG members (3 members out of 5) together with an ARRS staff as the secretariat to proceed with the matching conference.</p> <p>4.7. Provide the RCWSG members advance copies of dossiers of children/PAPs for their review.</p>	None	<p>before the matching conference</p> <p>At least three (3) working days before the matching schedule</p>	<p><i>ARRS</i></p> <p><i>Matching Secretariat of ARRS</i></p>
	4.8. Conduct the Regional	None	At least twice a month	<i>Matching Secretariat of</i>

	<p>Matching Conference.</p> <p>4.9. If matched to a child/ren, inform the PAPs on the result of the matching conference.</p> <p>Facilitate the signing of Certificate of Matching for children matched.</p> <p>4.10. If not matched at the Regional level after the two (2) presentations, facilitate Regional Clearance for children not matched by the RCWSG members right after the matching conference and endorse to the Regional Director or his/her duly authorized representative for his/her approval.</p>		<p>One (1) working day</p> <p>Upon approval by the Regional Director</p>	<p><i>ARRS/ Social Workers of DSWD-NCR-ARRS, LGUs, CCAs/ CPAs/ Regional Child Welfare Specialist Group (RCWSG)</i></p> <p><i>Social Welfare Officers I&II of ARRS/ Social Workers of C/MSWDO & CCAs/CPAs</i></p> <p><i>Matching Secretariat of ARRS/ RCWSG</i></p> <p><i>Matching Secretariat of ARRS/ Regional Director</i></p>
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	Endorse the case of child/ren and PAPs for Inter – Regional Matching Conference in DSWD-Central Office.			
5. The PAPs read the child’s dossier matched to them and submit acceptance or non-acceptance letter of the PAPs.	5.1. Received the acceptance or non-acceptance letter of the PAPs.	None	One (1) working day	<i>Social Welfare Officers I&II of ARRS/ Social Workers of CPAs</i>
Likewise, the CCAs/ CPAs shall read the PAPs dossier matched to them and submit the same.	5.2. If accepted the child matched to the PAPs, the social worker shall endorse the Acceptance Letter of the PAPs to Matching Secretariat as basis for issuance of PAPA and ACA. Facilitate the issuance of Pre-Adoption Placement Authority (PAPA) and Affidavit of Consent for Adoption (ACA) signed by Regional Director.	None	Within two (2) working days from receipt of the acceptance from the PAPs	<i>Matching Secretariat of ARRS/ Regional Director</i>
	5.3. If any party decline/opposes the proposed placement of the child to the PAPs as	None	Within two (2) working days after receipt of notice on the result of matching	<i>Matching Secretariat of ARRS/ Regional Director/ RCWSG</i>

	recommended by the RCWSG, the secretariat shall inform the social worker managing the case of the PAPs or child to submit a written explanation. Acceptability on the reason/s of the any party shall be based on the evaluation of the Regional Director or his/her duly authorized representative and shall communicate its decision to the PAPs/ opposing party through the Field Office.			
6. Entrustment of the child to the PAPs.	6.1. Physical transfer of the child from the DSWD residential facilities/ CCAs/ CPAs.	None	Within five (5) working days upon receipt of the duly approved PAPA & ACA	<i>Social Welfare Officers I&II of ARRS/ Social Workers of CCAs/CPAs</i>
TOTAL			45 working days	
II. Legal Phase				
7. File Petition for Adoption of the minor in court by the PAPs through their legal counsel.	7.1. Ensure that filing of adoption in court by the PAPs through their legal counsel if facilitated and provide guidance to the	None	Not later than 30 days from the date of receipt of PAPA and ACA	<i>Social Welfare Officers I&II of ARRS/ Social Workers of CPAs/ PAPs/ lawyer</i>

	<p>PAPs, as necessary, so that the filing of petition would not be delayed.</p> <p>7.2. Conduct monitoring visit to the child and PAPs until such time that the Adoption Decree and Certificate of Finality are issued by the court.</p> <p>7.3. File manifestation in court in case of disruption of the child's placement or in case of unsatisfactory findings of the DSWD/LGU social worker and recommend appropriate action for the best interest and welfare of the child.</p>	None	One (1) working day	<i>Social Welfare Officers I&II of ARRS/ Social Workers of CPAs/ PAPs</i>
TOTAL		None	Two (2) working days	

List of Offices

Office	Address	Contact Information
Adoption Resource and Referral Section (ARRS) 1 st Floor, Room 102	DSWD-NCR #389 San Rafael St. cor. Legarda St., Sampaloc,	Tel. No: 8-733-0010 local 103 or 104 8-5310-1834

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