

# **ADOPTION SERVICES ALBERTA CHILDREN'S SERVICES**

## **PROCEDURE FOR RELATIVE ADOPTIONS REPUBLIC OF THE PHILIPPINES**

The following procedures must be followed by Alberta residents who wish to adopt a relative from the Philippines. The adoption must meet all requirements of the Hague Convention on Intercountry Adoption. It must be processed through the Intercountry Adoption Board (ICAB) in the Philippines and Adoption Services (Ministry of Children's Services) and **not** through the domestic adoption processed in the Philippines through the Regional Trial Court.

### **STEP 1: Pre-registration:**

- Complete the attached "Questionnaire for Relative Adoption Applicants" prepared by the Intercountry Adoption Board of the Philippines (ICAB).
- Send the completed questionnaire and attachments to:  
Adoption Services  
11<sup>th</sup> Floor, Sterling Place  
9940 – 106 Street  
Edmonton, Alberta T5K 2N2
- Adoption Services will send the questionnaire and attachments to ICAB and will copy you in on the correspondence.

### **STEP 2: Registration:**

- ICAB must confirm that the child is eligible for Intercountry Adoption according to the Canadian and the Filipino Laws and in compliance with The Hague Convention. Please allow from 6-8 months for the confirmation process which takes place in the Philippines.
- When ICAB has determined that the child is eligible to be adopted, ICAB provides the child study report which is forwarded to the Prospective Adoptive Parents (PAPs) by Adoption Services. The PAPs complete the Adoption Registration Form (attached) and Adoption Services provides authorization for a Home Assessment Report to be completed by a private licensed adoption agency in Alberta.

### **STEP 3: Preparing your file for ICAB:**

- The PAPs submit all the required documents to Adoption Services as per attached list.
- Adoption Services sends the documents to ICAB.
- ICAB reviews, assesses and presents the proposed relative adoption to the ICAB Board for deliberation and disposition.
- ICAB confirms its decision to Adoption Services which advises the PAPs.
- If approved by ICAB is received, Adoption Services provides the Notification of Agreement Letter for Canada Immigration and the PAPs proceed to complete the Immigration requirements.
- Once a Canadian visa has been issued by the Canadian Embassy, the PAPs receive a Notice of Travel that signals that they can book their flight in order to personally receive placement of their prospective adoptive child.

### **STEP 4: Post-adoption procedures:**

- PAPs must inform Adoption Services of the date they received placement and returned to Alberta with the child.
- The child is supervised in the adoptive home by a private licensed adoption agency.
- Three post placement reports and photographs are required by ICAB. These are completed by a licensed adoption agency and are forwarded by Adoption Services to ICAB.
- The adoption order is finalized in Alberta, after ICAB provides consent. A licensed adoption agency prepares the adoption petition, signs the documents with the petitioners and their references and files the petition in Court.
- Adoption Services sends a copy of the adoption order to ICAB.

#### **PLEASE NOTE:**

**Adoption Services cannot assume responsibility for the decisions of ICAB in the Philippines, nor for the decisions taken by Immigration Canada.**

**All costs relating to the processing of an international adoption are covered by PAPs.**

REQUIRED DOCUMENTS to complete a dossier for an adoption of a Filipino child:

1. Adoption Application Form.
2. Birth certificate for each spouse.
3. Marriage certificate. If the single applicant is divorced, you must produce the divorce certificate.
4. Letter of consent from any children in the family 10 years or over.
5. Medical certificate attesting to the good mental and physical health of the applicants and any children over 10.
6. Last income tax return (notice of assessment from Revenue Canada).
7. Three reference letters.
8. Certificate to show the absence of a criminal record, issued by the RCMP or SQ or municipal police.
9. Home Assessment Report completed by a private licensed adoption agency in Alberta and approved by Adoption Services.
10. Psychological evaluation (the psychological evaluation must be conducted by a chartered psychologist).
11. Letter from the couple addressed to the proper authorities in the Philippines telling why you want to adopt a Filipino child.
12. A photocopy of the pages 2 & 3 of each of your passports.
13. A bank draft for \$100 US made out to the Intercountry Adoption Board of the Philippines for the opening of your file in the Philippines.
14. Photographs of the applicants, their home and extended family (if applicable).

**QUESTIONNAIRE FOR RELATIVE ADOPTION APPLICANTS**  
Required by the Intercountry Adoption Board (ICAB) - Philippines

1. Name of child/children to be adopted: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Birth Status: Legitimate     Illegitimate     Full Orphan     Half Orphan   
(both birth parents deceased)    (one of birth parents deceased)
4. Name of Birth Parents: Father: \_\_\_\_\_  
Mother: \_\_\_\_\_
5. Address of Birth Parents: \_\_\_\_\_  
\_\_\_\_\_
6. Occupation of Birth Parents: \_\_\_\_\_
7. Income of Birth Parents: \_\_\_\_\_
8. Siblings of the child(ren) to be adopted (please state their names, gender, age and attitude towards their sister/brother's adoption):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Does/do the child(ren) live with parents? Yes     No
10. Does/do the child(ren) live with persons other than their parents? Yes     No
11. Does/do the child(ren) live with others (custodian/guardian)? Yes     No
12. Please specify name and relationship of the child(ren) to the custodian/guardian.  
\_\_\_\_\_  
\_\_\_\_\_
13. Address of child(ren) (Give the most complete address and if possible, contact number: telephone, cell phone, E-mail, fax, etc.):  
\_\_\_\_\_

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14. Is/are the parent(s) of the child(ren) in touch (visit, write, phone) with the prospective adoptee(s)? Yes  No

15. Full Name of Applicants:

Male: \_\_\_\_\_

Female: \_\_\_\_\_

16. Birthdate: Male: \_\_\_\_\_ Female: \_\_\_\_\_

17. Ethnic Origin: Male: \_\_\_\_\_ Female: \_\_\_\_\_

18. Place of Birth: Male: \_\_\_\_\_ Female: \_\_\_\_\_

19. Civil Status: Male: \_\_\_\_\_ Female: \_\_\_\_\_

20. Current Citizenship: Male: \_\_\_\_\_ Female: \_\_\_\_\_

21. Name of Employer, Position, Length of Employment of the Applicants:

Male: \_\_\_\_\_

Female: \_\_\_\_\_

22. Annual Income: Male: \_\_\_\_\_ Female: \_\_\_\_\_

23. Number of child(ren) of prospective adoptive parents (indicate if living with them, their ages and civil status):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. Attitude of applicant's biological/adopted child(ren) towards the adoption plan:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**25. Other individuals who reside in the household (names, birth date, relationship to applicants, attitude towards the adoption plan, permanently or temporarily residing with applicants, contributions, if any, to the family income):**

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**26. Reason(s)/Motivation(s) for Adoption:** \_\_\_\_\_

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**27. Applicant's relationship to identified child(ren) to be adopted:**

**a. Please describe how you are exactly related to the child(ren)(please provide a genogram/family tree tracing your common ancestry with the prospective adoptee):**

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**b. Kindly provide us with a certified true copy of the birth certificate of applicant who is supposedly related to the child to be adopted.**

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**28. Reason for the prospective adoptive parents' choice of this/these particular child(ren) as their adoptee(s):** \_\_\_\_\_

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**29. Attitude of prospective adoptive child(ren) towards his/her/their being adopted. (If applicable, depending on age and level of maturity of prospective adoptive child(ren):**

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**30. Description of the degree of bonding between the prospective adoptive parents and the**

prospective adoptive child(ren) (to include, among others, ways and means of nurturing the relationship (letters, phone calls, greeting cards, etc.) visits to the Philippines (who visited, when, duration of stay in the Philippines, what they did together with the prospective adoptive child/children): \_\_\_\_\_

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31. Description of Living Accommodations (house or apartment; rented or owned) of applicants: \_\_\_\_\_

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Send at least one copy each of the following four (4) poses:

1. Recently taken close-up picture of the prospective adoptive parents.
2. Recently taken close-up picture of the child(ren), if possible, with the prospective adoptive parents during their visit to the Philippines.
3. Home of prospective adoptive parents.
4. Pictures of significant others.

Example: Applicants' family of origin, family of procreation, poses of relatives who are bound to touch the life of prospective adoptee(s).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
(Male Applicant)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
(Female Applicant)