



June 3, 2014

To : All ICAB Foreign Partners  
Re : Relative Adoption Process

**Dear Partners:**

Please be guided by the following steps for relative adoption cases:

1. Prospective Adoptive Parents (PAPs) must accomplish the Questionnaire for Relative Adoption Applicants (QRAA). The form can be downloaded at <https://www.icab.gov.ph/download/forms/QRAA.pdf>.
2. The Central Authority (CA) or ICAB accredited Foreign Adoption Agency (FAA) must officially endorse to ICAB the QRAA along with copies of the following supporting documents:
  - a. Birth certificate of the child
  - b. Birth certificate of the birth parent who is a relative of the PAPs
  - c. Birth certificates of the PAPs
  - d. At least two (2) photos of the child and the PAPs
3. Upon receipt of the QRAA from the FAA/CA, ICAB will request the assessment of the child's eligibility for adoption from the Department of Social Welfare and Development (DSWD). The DSWD will verify if there are circumstances that warrant the child's placement for adoption. Result of the child's eligibility assessment will be shared with the CA or FAA.
4. If the child is found eligible for adoption, the DSWD will endorse the child's dossier (Child Study Report and supporting documents) and Inter-Country Adoption (ICA) clearance to ICAB. Only upon receipt of the ICA clearance will ICAB acquire jurisdiction over the case.
5. ICAB will officially inform the CA or FAA of the child's eligibility for adoption and request for the submission of the prospective adoptive parents (PAPs) adoption application dossier.

If the child is found ineligible, ICAB will inform the CA/FAA and will close the case.

Only when the child subject for adoption has been declared eligible for intercountry adoption by the DSWD can an adoption application dossier and application fee be endorsed to ICAB.

Thank you for your cooperation. Should you have any queries or clarifications, please do not hesitate to contact us.

Very truly yours,

  
**Bernadette B. Abejo**  
Executive Director