

CHECKLIST

APPLICATION FOR AN EXTENSION OF DEPENDANT'S PASS TO ADOPT A FOREIGN CHILD

- Please submit your application at <https://go.gov.sg/dpextension> or email your application together with the required documents to MSF_CW_DP@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.**

Please email us at MSF_CW_DP@msf.gov.sg if you need clarifications.

I. FORMS

- ☐ Copy of duly completed and signed Form 12A - <https://go.gov.sg/msf-dp-form12a>.

II. DOCUMENTS TO BE PRODUCED

- ☐ 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 lawyer's letter stating the status of the court adoption proceeding and reason(s) for the extension, if applicable.
- ☐ The Child's passport (valid for at least **9 months**).
- ☐ **A copy of the Child's Dependant's Pass or Short-term Visit Pass (STVP) if the Child's DP has already expired / has less than 2-weeks' validity.**
- For DPs that have expired or have less than 2 weeks' validity, the application for DP extension will not be processed unless the STVP is submitted.
- ☐ One recent passport-sized colour photograph of child. The photograph must be:
- 35mm 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 25mm and 35mm from chin to crown.

III. 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 : _____