



Documentation Requirements for SACAC Home Study

MCYS Requirement

- Applicant(s) will be asked to sign a declaration that there is no foreign child currently under their care for the purpose of adoption.

Identifying Information

- Copies of documents:
 - passports and green cards/identity cards of all residents in the house
 - birth certificates of the applicant(s)
 - marriage license of the applicants
 - divorce decree of the applicant(s), if previously married

Health

- Medical report for each applicant (three months validity):
 - A form is included for your use.
 - Please attach any pathology reports.
- Medical reports for all other people residing in the house (three months validity):
 - Minimum required wording for report: 'I have examined XXX today and have found him/her to be in good health and free from communicable diseases.'

Occupational and Financial Situation

- Employment verification, on letterhead from employer for each applicant as applicable, which states:
 - Date of employment
 - Position held
 - Remuneration
 - What benefits will be extended to any adopted child e.g. medical insurance, education
- A statement of net worth:
 - List assets, giving the value in the original currency and in Singapore dollars. NB You do not need to show all your assets.
 - List liabilities, giving the value in the original currency and in Singapore dollars. NB You must list all your liabilities.
 - Subtract the liabilities from the assets to give the net worth in Singapore dollars.
 - List all insurances separately in Singapore dollars.
 - A document must be attached to support each number listed.
- A monthly budget showing:
 - Family income from all sources in original currency and Singapore Dollars
 - Monthly expenditure; please include taxes, loan repayments, insurance premiums.
 - Subtract expenditure from income to give a surplus.
- A copy of the latest academic qualifications

Criminal and Abuse Background Check

- A Singapore criminal background check (six months validity), except if the adoption is taking place in Singapore:
 - All adults (over 18 years of age) living in the house who have resided in Singapore for more than six months must physically attend to be fingerprinted.
 - You will be provided with a signed letter from SACAC to the Singapore Police.
 - Take it to the address provided between 9am and 12noon on a weekday morning.
 - Take passports
 - Take two passport sized photos.
- A criminal background check from their home country for all adults (over 18 years of age) (except domestic helpers) living in the house. (six months validity)
- A criminal background check from all countries of residence in the last five years of all adults (over 18 years of age) (except domestic helpers) living in the house. (six months validity)

References

- Two Character Reference Letters for each applicant.
 - Character reference must be from persons unrelated to the applicant(s) who have known the applicant(s) for more than one year, preferably longer.
 - For couples, one reference letter must address the applicants as a couple and this can be considered as one reference for each person.
 - Include residential and email addresses, phone numbers, and some statement of the applicant's/applicants' suitability to parent an adopted child.
 - These must be dated and signed.

Guardianship

- A Guardian Nomination Statement:
 - Written by the applicants
 - Dated and signed
 - Include the reasons for nomination
 - Include the following information about the nominated guardians: names, ages, occupations, annual income, health status, details of children (name, age & gender) if any, address.
 - Suggested wording to begin statement: 'We, XXX and YYY, nominate XXX's sister, AAA, and her husband, BBB, to be the guardians of our adopted child in the unforeseeable event that we are unable to fulfill our parenting responsibilities. *Reasons for nomination...*'
- A Guardianship Acceptance Letter from the nominated guardians agreeing to the nomination:
 - Dated and signed,
 - Include statements about parenting experiences, values, and philosophies, as well as description of home and community environment.
 - Suggested wording to begin the letter: 'In the event that XXX and YYY are unable to fulfill their parenting responsibilities for any reason, we, AAA and BBB, agree to be the guardians of their adopted child and would raise the child as our own. Our parenting values/philosophy are ... '