


**PART III**

**POLICIES AND PROCEDURES**

**POST LEGAL ADOPTION SERVICES UNIT**

	Inter-Country Adoption Board (ICAB)	Doc. Code ICAB-PAWIM-PLAS-2018-001
	<b>PROCEDURES AND WORK INSTRUCTION MANUAL (PAWIM)</b>	Revision No. 2

## PROCEDURES ON POST LEGAL ADOPTION SERVICES

**Post Legal Adoption Services** shall refer to psycho-social support services provided to the adoptee, adoptive parents/birthparents by a professionally trained social worker and/or other discipline e.g., psychiatrist/psychologist, etc. after the adoption is legally completed.


### 1. Request and retrieval of non-identifying information

1.1 Adoptive parents or the adult adoptee requesting for non-identifying information must specify the information required and indicate purpose or reasons for the request/s by accomplishing the ICAB Post-Legal Adoption Services-Client Identification Form.

- Upon receipt of the Post Adoption Services - Client Identification Form, ICAB Post Adoption social worker requests Records Unit for the retrieval of case file and endorsement to review committee and decision maker of adoption record.
- In cases for request of adoption records (Child Study Report, Deed of Voluntary Commitment, Medical Evaluation Report) such documents will be scanned or photocopied, submitted to Records Unit to certify the documents as true copy, and then for transmittal/endorsement to the requesting party.
- In cases of request for clarification of information i.e. physical stature of birth family, medical history of birth family etc., the ICAB Post Adoption social worker coordinates with the concerned DSWD Field Office or CCA to obtain the requested information or documents.

1.2 Adoptive parents or adoptee requesting for a Philippine Statistics Authority (PSA) Security Paper (SECPA) copy of their Birth/Foundling Certificate must furnish ICAB with the Child Study Report (if available) and the photocopy of the Birth or Foundling Certificate upon placement and the corresponding administrative fee.

- ICAB Post Adoption social worker files with PSA for the Birth or Foundling Certificate through the ICAB Liaison Officer.

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- If necessary, the SECPA Birth or Foundling Certificate will be submitted to the Department of Foreign Affairs (DFA) for authentication.
- Upon issuance of the document, such shall be couriered to the requesting party.


## 2. Amendment of Birth Certificate

2.1 The CA or FAA, the adoptive parents, or the adult adoptee may request the ICAB to facilitate the amendment of the birth certificate of the adoptee. The following are the requirements to secure an amended birth certificate:


- Letter of request and accomplished ICAB Post Adoption Services-Client Identification Form.
- Authenticated ADOPTION DECREE by the Philippine Consulate or Embassy in the country where the adoption was finalized
- Blank Municipal Form No. 102 Certificate of Live Birth signed by either of the adoptive parents.
- Draft Municipal Form No. 102 Certificate of Live Birth with the new information of the adoptee
- Processing fee of US\$150.00

2.2 **Procedure:** The ICAB will register the adoption decree with the Manila Office of the Civil Registrar General (OCRG) by submitting the following documents:

- DFA Authenticated Adoption Decree
- Original or certified copy of the adoptee's ICAB Placement Authority
- Certification from ICAB that the adoption passed through ICAB
- Copy of the adoptee's Birth or Foundling Certificate

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- 2.2.1 The OCRG shall issue the Certificate of Registration and three (3) sets certified copy of the documents submitted.
- 2.2.2 ICAB shall secure blank Municipal Form No. 102 Certificate of Live Birth from the LCR.
- 2.2.3 ICAB fills up all boxes of one copy of the Municipal Form No. 102 Certificate of Live Birth and endorses such to the family or adoptee for review of correctness of entries. Should there be no errors in the entries, either of the adoptive parents must sign the four (4) blank Municipal Form No. 102 Certificate of Live Birth. Otherwise, adoptive parents must make necessary correction and sign the four (4) blank Municipal Form No. 102 Certificate of Live Birth. These must be returned to the ICAB for application of amendment of BC/FC to the concerned Local Civil Registrar (LCR) where the child was born and/or originally registered.
- 2.2.4 ICAB submits the following documents to the LCR where the adoptee was born or originally registered:
- Two (2) sets of the Certificate of Registration and certified copy of the documents issued by the OCRG
  - Four (4) blank Municipal Form No. 102 Certificate of Live Birth signed by either of the adoptive parents
  - One filled-up Municipal Form No. 102 Certificate of Live Birth duly reviewed and approved by the adoptive parents
  - Payment of fees to the concerned LCR
- 2.2.5 LCR to make the necessary amendments based on the information provided by the adoptive parents.
- 2.2.6 The LCR will forward the amended birth/foundling certificate to the Philippine Statistics Authority (PSA) and provide ICAB a copy of the amended birth certificate.
- 2.2.7 ICAB requests for the Security Paper (SECPA) amended Birth Certificate (3 copies) from the PSA through the ICAB Liaison Officer.

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4.2 ICAB coordinates with the DSWD or CCA for retrieval of files and schedule of visits (reconnect adoptive parents to ICAB for any request of PASs).

4.3 ICAB arrange scheduled, planned and supervised activity for minor or adult adoptees and adoptive parents i.e. visit to the orphanage or center and/or explore and experience the birth heritage/culture and learn more about their adoption history.

### 5. Search for Birthparent/s or Relatives


5.1 The intent to search may be allowed only upon the personal request made by either the adult adoptee, adopter or the biological parent/s.

5.2 Minors who are interested to search for his/her biological parent/s shall be represented by his/her adoptive parents.

5.3 The request must be made in writing by the adoptee, through the Foreign Adoption Agency (FAA) which handled the adoption placement, to trace his/her roots to the Executive Director of the ICAB by accomplishing ICAB Post Adoption Services-Client Identification Form.


5.4 The FAA must indicate in the letter of the request the following pieces of information:

- Name of adoptee (to include the child's original name prior to adoption)
- Name of Adoptive Parents
- Physical address of the requesting
- Email address of the requesting party
- Date and Place of Birth of adoptee
- Name of Child Caring Agency where the adoptee came from
- Date of Adoption Placement
- Date of Finalization of Adoption

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- Reasons for the search
- Interventions/services (e.g. counseling etc.) undertaken to assist the adoptee in his/her interest to search for his/her roots
- Excerpts of the State/country Law allowing adoptee to undertake the search.
- Assessment of the FAA on the preparedness of the adoptee to undertake the search.
- The applicant shall be required to submit available documents pertaining to the adoption such as original birth/foundling certificate, amended birth certificate, and placement authority.

- 5.5 Upon receipt of the complete application, ICAB shall retrieve files and review of all case materials pertaining to the adoption.
- 5.6 A social worker and a psychologist must assess and determine the motivations and preparedness of the individual to pursue the search.
- 5.7 An adoptee who is experiencing problems with his/her adoptive parents must be given enough time to resolve the conflict and he/she must be assisted by the social worker/psychologist to understand his/her feelings.
- 5.8 Identifying and non-identifying information may be shared only between and among the adult adoptee, adoptive parents and his/her biological parent/s upon the consent of the parties concerned.
- 5.9 If the birthmother/parents live outside Metro-Manila, a request to facilitate the search is made with the concerned DSWD Field Office or Child Caring Agency.
- 5.10 If located, DSWD/CCA provide search and reunion counseling session on intention of the adoptee to search and meet, level off expectations and thresh out issues about adoption placement
- 5.11 In cases where the location of the birthmother/family is accessible by land travel, the social worker shall undertake the following activities of the search process:

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5.11.1 Contact the DSWD Central Office, concerned Field Office and CCA/CPA for the retrieval of records and other documents that may assist in the search and for any leads that will help in the beginning of the search.

5.11.2 Carefully and discreetly make a plan on how to go about:


- Visit to the last known address of the birthparent/s and relatives
- Interviewing the birthparent/s and/or relatives
- Disclosure of the intent to search of the adoptee
- Securing permission/consent to share information/whereabouts of birthparent/s and/or relatives.
- Possibility of reunion.

5.11.3 In-depth assessment of the readiness of the adoptee, adoptive parents and the birthparents shall be made by the social worker and the psychologist in preparation of the search and reunion.

5.11.4 Gradual course of contact recommended i.e. adoptee/adoptive parents write and exchange letters which does not contain any identifying information. This letter is an opportunity for adoptee to introduce oneself, may include a brief summary of major events in one's life, as well as a statement about how the adoption experience has affected his/her life. The adoptee and birth family may accomplish the ICAB Personal History and Biography Questionnaire Form prior to contact. Do not include last name, address, phone number, or email in this letter. It is best to wait until both the adoptive parents/adoptee and birth relative are comfortable before releasing this information.

5.11.5 Plan and schedule reunion meeting.



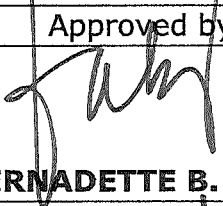
5.11.6 The ICAB and the FAA shall regularly coordinate and provide updates on the circumstances and situation of the adoptee, adoptive parents and birthparent/s.

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## 6. Reunion with Birth Parent/s or Relatives

Reunion is the "meeting"- the reconnection- of two people who for all intents and purposes are closely related, but who are relative strangers. Like the development of any relationship, that of adoptee and birth relative takes time and effort. It is a meeting of people separated for many years who are now strangers to each other, yet for many a deep bond has always remained.

- 6.1 When reunion is decided, preparations of all concerned must be carefully planned to avoid any possible negative experience.
- 6.2 Approval/Consent from the birth parents, adoptive parents and the adoptee must be secured before contact and/or reunion with each other can be arranged. ICAB Authorization for Release of Information Form must be accomplished by the adoptee and birth parents.
- 6.3 Actual reunion is undertaken in coordination with the ICAB, DSWD FO or CCA.
- 6.4 The CA/FAA or adoptive parents and adult adoptee provides the ICAB with the itinerary of travel for the reunion meeting with the birth family/relatives.
- 6.5 The birth parent/s and the adoptee must be given time and space to arrive at a decision at how their lives will move on after the reunion.
- 6.6 Adoptee, adoptive parents and DSWD FO/CCA concerned are required to give feedback and impression pertaining to the reunion and clarifications on issues that emerged during the reunion.

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1202-2020

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