



Administrative Order No. 01
Series of 2014

SUBJECT: Guidelines in the Amendment of Birth Certificate of Children Placed for Intercountry Adoption

A. RATIONALE

The Intercountry Adoption Board (ICAB) was created under Republic Act 8043 or the Intercountry Adoption Act of 1995 as the Central Authority in matters relating to intercountry adoption and as the policy-making body for purposes of carrying out the provisions of the Act.

The Board has the following powers and functions (RA 8043 Section 6):

- a. To prescribe rules and regulations as it may deem reasonably necessary to carry out the provisions of the Act.
- b. To formulate and develop policies, programs and services that will protect the Filipino child from abuse, exploitation, trafficking and other adoption practices that is harmful, detrimental and prejudicial to the best interests of the child.
- c. To promote the development of adoption services, including post legal adoption services.

ICAB has been receiving an increasing number of requests from adult adoptees and adoptive parents in behalf of their minor adoptive child for amendment of Birth Certificate of Filipino children processed by the ICAB.

To rationalize the processing of requests for Amendment of Birth Certificate of a Filipino Child placed for intercountry adoption and for effective coordination and dissemination, the following guidelines shall be observed.

B. LEGAL BASES

1. Pursuant to Section 7 (4) Chapter 2 Book IV of Executive Order No. 292 administrative issuances promulgated for efficient administration and proper execution of laws shall not prescribe penalties for their violation except when expressly authorized by law.
2. Administrative Orders shall refer to issuances prescribing policies, rules and regulations and procedures promulgated pursuant to law, applicable to individuals and organizations within and outside the ICAB.

- a. An Administrative Order prescribes policies, rules and regulations in carrying out the ICAB's mandates and designed to supplement provisions of the law or to provide means for carrying them out.
3. Pursuant to Section 54 Implementing Rules and Regulations of RA 8043, "the Board shall allocate funds for Post Adoption Services and establish guidelines to cover the program."

C. COVERAGE

The processing of amendment of birth certificate is facilitated by the Intercountry Adoption Board (ICAB) when an adoption is processed under the Hague Convention through ICAB.

D. PROCEDURES

The following procedures are undertaken to request for the amendment of the Birth Certificate (BC):

1. Adoptee or adoptive parents must submit in writing a request for the amendment of the Birth Certificate (BC) stating the original name of the child, date and place of birth, name of Foreign Adoption Agency and name of adoptive parents. The letter of request must be accompanied by a copy of: (a) Child Study Report; (b) Birth Certificate and (c) Adoption Decree duly authenticated by the Philippine Embassy/Consulate. (d) The administrative cost of US\$150.00 must be in a form of a company check or international money order or international bank draft payable to the INTERCOUNTRY ADOPTION BOARD.
2. ICAB will furnish the requesting party four (4) sets of Blank Local Civil Registrar's Certificate of Live Birth (LCR- CLB) Form No. 102 with marked portion (Item 22 Informant) for signature of the adoptive parents.
3. A Philippine Department of Foreign Affairs (DFA) authenticated final Adoption Order, Certified True Copy (CTC) of the Placement Authority and Certification (that the adoption was processed by ICAB) are submitted for registration at the Manila Office of Civil Registrar General (OCRG) which shall issue a Certification that an Order of Adoption was filed and recorded with the OCRG.

4. All the documents are submitted to the Local Civil Registrar (LCR) where the child was **BORN** and **REGISTERED** to request for the amendment of the child's birth records. A prepaid pouch for the courier is sent to the LCR to facilitate the transmission of the amended Birth Certificate to ICAB or directly to the National Statistics Authority (NSA).
5. The concerned LCR upon amendment will forward the amended Birth Certificate to the ICAB for its endorsement to the National Statistics Authority (NSA) in Quezon Avenue, Quezon City. (N.B. Some LCR endorses directly to NSA the amended Birth Certificate.)
6. The NSA will issue the NSA Security Paper Amended Birth Certificate 2-4 weeks after endorsement of the LCR or ICAB to NSA.
7. ICAB files with the DFA the NSA SECPA Amended Birth Certificate for legalization.
8. Authenticated Amended Birth Certificate of the child is sent by courier to the requesting party e.g. adoptee, adoptive parents or through the Foreign Adoption Agency.

E. EFFECTIVITY

This Administrative Order shall take effect immediately.

Issued this JUL 04 day of 2014 2014.


BERNADETTE B. ABEJO
Executive Director