

File no. _____

Macao SAR Government

Social Welfare Bureau

Application for Individual Adoption

Instructions for Completing the Application for Individual Adoption

1. This Application for Individual Adoption consists of 5 parts.
 - * Part 1 concerns the Declaration on Collection of Personal Data;
 - * Part 2 concerns the basic information, economic status and family background of the applicant;
 - * Part 3 concerns the applicant's preferences about the child to be adopted;
 - * Part 4 concerns the employment situation, health condition, growing and life experience, marriage life, child rearing experience and planning, child adoption and upbringing information of the applicant;
 - * Part 5 concerns the Declaration on Application for Individual Adoption.
2. This Application for Individual Adoption shall be completed by you in person. If you are not able to complete it yourself or would like to entrust a friend or relative to fill it in on your behalf, please inform our staff who is responsible to follow up on your case.
3. Please complete the Application for Individual Adoption in block letter. If you find space insufficient, please attach your information in A4-sized paper.
4. Upon completing the Application for Individual Adoption, please sign your signature on page 2, 19 and 20 accordingly in the same style as you have signed your identification document; meanwhile, please initial your name on the bottom left corner of the page with your personal information.
5. Please hand in the completed Application for Individual Adoption to the responsible staff in person so that he/she can follow up on your application.
6. If you have queries about the content of the Application for Individual Adoption, please contact the responsible staff.

Note: The English translation is for reference only. In case of any discrepancy in meaning between this English version and the original Chinese or Portuguese versions. The Chinese and Portuguese versions shall prevail.

Part I

Declaration on Collection of Personal Data

I, the undersigned, hereby declare that:

1. I understand and agree that Social Welfare Bureau will process the personal information of mine and my family members;
2. I will inform my family members concerned about the collection of personal data (including purpose and use of the data so collected) and ensure that I will obtain their consent whenever necessary.
3. I agree that Social Welfare Bureau will transfer the submitted information to other entities / departments for verification and follow-up; or Social Welfare Bureau will obtain from relevant entities the information and documents required to analyze and evaluate the application or service; for this purpose, I undertake to sign a separate letter of authorization at the request of Social Welfare Bureau, or it shall be deemed a waiver of application on my own.
4. For obtaining relevant services, I am willing to provide all required personal information and documents to Social Welfare Bureau within the specified time, or the final result of my application for services may be affected;
5. All submitted documents and information are true; in case of false or forged information, the Social Welfare Bureau shall prosecute for liability according to law.
[According to Article 250 "Use of False Certificates" of Criminal Code of Macao: Whoever uses false proof or certificates for the purpose of deceiving any public authorities, impairing the interest of others or obtaining illegitimate benefits for himself or others shall be sentenced to fixed term imprisonment of up to one year or put under a penalty of up to 120 days.]

Note: The amount of penalty is of MOP 50 to 10,000 per day.

6. I fully understand and accept the description in Remarks Column on the overleaf.

Signature of the applicant

Signing date: _____
(dd/mm/yy)

Remarks Column

In accordance to the provision of Decree No. 8/2005 – Law of Protection of Personal Information, please carefully read the following before you provide any information to Social Welfare Bureau (hereinafter called "SWB"):

1. Purpose and method of information processing by SWB

Your personal information will be used only for SWB to follow up on your application and request. The type of information to be processed by SWB depends on what you apply for and request for. Only when with your consent, SWB will disclose the information to entities outside the SWB, except otherwise specified by prevailing laws.

2. Use of personal information

In addition to the follow-up and evaluation of your application, the information provided by you will be used by SWB for statistical and study purpose in order to supervise, review and improve the services provided by the SWB.

3. Information referral

When necessary, SWB will disclose the information provided by you to relevant entities / units in accordance with prevailing laws.

In some cases where you disagree to the disclosure of information to other entities, your application may not be processed or the service may not be provided to you because SWB is unable to evaluate your situation.

4. Checking, change or deletion of personal information

You may submit a request to SWB for checking the personal information, change the incomplete or inaccurate information or delete the stored information, except for the personal information deleted upon fulfillment of the purpose. In exercising this right, you may return the completed application form to SWB.

It may cause the SWB unable to process your case or application if you request to delete the personal information halfway in the course of the application process.

5. Retention Period

The retention period for data collection is subject to provisions of Ordinance No.73/89/M, Article 12 of Decree-law No.73/89/M, and Item (5), Paragraph 1, Article 5 of *Personal Data Protection Act*, but it will be superseded by a retention period formally stipulated or amended later.

6. For other information that has not been mentioned in this Column, please refer to Decree-Law No. 8/2005 - Personal Data Protection Act.

7. Enquiry

For enquiry, please call _____ of SWB during the office hours (Tel: _____).

Part II

A. Basic Data (please put a tick on the box “ ” to indicate your choice)

No.	Item	Applicant
1	Name in Chinese	
	Name in English	
2	Sex	
3	Date of Birth	(dd/mm/yy) (Age:)
4	Place of Birth	
5	Macao SAR Resident Identity Card No.	Permanent resident Non-permanent resident No.: _____
6	First Residing Date in Macao	(dd/mm/yy)
7	Nationality	
8	Race	
9	Place of Origin	
10	Religion	
11	Highest Education	
12	Marital Status	Single Divorced In seperation Remarried Married In cohabitation Registration date of existing marriage / Cohabitation: _____ (dd/mm/yy)
13	Current address	
14	Contact Tel. No.	
15	Email (if applicable)	

B. Economic Status

Please complete the following form in the unit of MOP and attach certificates evidencing the property stated with this Application for Individual Adoption.

Item	Personal Assets of Applicant
Monthly Salary	
Total Savings	
Year and Purchase Price of Property (please indicate items and price)	
Total Value of Other Assets (please indicate items and value)	
Total Amount of Current Liabilities (please indicate items and amount)	
Average Monthly Family Expenditure on Daily Commodities (please indicate items and amount)	

C. Background of Applicant’s Household Members (If applicant’s children are not living in the same property, please indicate in remarks.)

Name	Age	Relationship (please indicate the parent, natural child, step child or adopted child of male/female applicant)	Occupation	Schooling (please indicate the name of school and grade)	Health Status (There are two options for health conditions, i.e. “Good” or “General”. If you have been diagnosed with a disease or are receiving treatment, please specify.)	Remarks

Part III

Your preference on the Adoptee (please put a tick on the box “” to indicate your choice)

A. Already got a specific child to be adopted

Name: _____ Relationship with you: _____

Current City of Residence: _____ Age: _____

B. No specific child to be adopted

Age: from ____ months / years old to ____ months / years old or ____ years old

Sex: Male Female Either male and female are ok

Race: acceptable / unacceptable races: _____

Are you willing to adopt a child with special needs?

Yes No I will think about it

If your answer to the above question is “Yes” or “I will think about it”, please specify:

Eyesight: _____

Hearing: _____

Language deficiency: _____

Physical Body: _____

Intelligence: _____

Mentality: _____

Behaviour: _____

Others: _____

Part V

Declaration on Application for Individual Adoption

I, the undersigned, hereby declare that:

1. I have completed the Application for Individual Adoption in a true and honest manner to the best of my knowledge.
2. I understand that the information/documents submitted to and kept by the Social Welfare Bureau are required documents for the Social Welfare Bureau to deliberate and determine on my application for adoption according to Article 139 of Decree-law No. 65/99/M and that the abovementioned information / documents may be delivered to the prosecutors / courts as one of the data / documents evidencing my application for adoption.
3. I understand that if I have been diagnosed with a disease or am receiving treatment for it, I have to submit an additional medical report/material to the Social Welfare Bureau.
4. I understand that some of the information/documents submitted to the Social Welfare Bureau are time-sensitive and if they are deemed invalid when overdue, I have to submit updated information /documents to the Social Welfare Bureau.
5. I understand that because the children available for adoption are limited in number and it takes time to determine whether or not an application should be approved in the adoption matching process, I may have to wait for the Social Welfare Bureau to allocate a suitable child.

Signature of the applicant

Signing date: _____
(dd /mm/ yy)