

BULGARIA DOSSIER CHECKLIST

Documents to Order	Notarize	Apostille (Additional County Certify may be Needed)	Special Notes	Completed
Marriage License	Needs certified copy	Yes	Please order an original copy that is certified	
Divorce Decree/Death Certificate of spouse (if applicable)	Needs certified copy	Yes	Please order an original copy that is certified	
Color copy of Passports	No	No	Please make sure passports are signed.	
Color Copy of Citizenship and Naturalization Documents (if applicable)	No	No	Only a Photocopy is needed	
Documents Prepared by Others				
Home Study with HS Agency License attached	Yes	Yes		
Medical Letter – Husband	Yes	Yes	Bulgaria Medical Letter – No Condition” or “Yes condition” according to the Home Study – Must be signed and notarized by an MD. Your medical appointment must be less than one year old when submitted to country or will need to be redone.	

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Medical Letter–Wife**	Yes	Yes	Bulgaria Medical Letter – No Condition” or “Yes condition” according to the Home Study – Must be signed and notarized by an MD. Your medical appointment must be less than one year old when submitted to country or will need to be redone.	
Copy of FBI Criminal Check–Husband	No	Yes	Apostille done in Washington DC- Your fingerprint date must be less than one year old when submitted to country or will need to be redone.	
Copy of FBI Criminal Check–Wife	No	Yes	Apostille done in Washington DC- Your fingerprint date must be less than one year old when submitted to country or will need to be redone.	
Parental Rights Letter from Social Worker	Yes	Yes	No CPS clearances are needed. Social worker signed and notarized.	
Documents Prepared by You				
Power of Attorney for AGCI and VESTA	Yes	Yes		

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Special Needs Checklist	No	No	Please review with Home Study Social worker to match the Home Study parameters	
Photos of Family and Home	No	No	See packet for guidelines.	
Previous Post-Adoption Reports/Child's Passport Copy (if applicable)	No	No		
Ministry of Justice Application	Yes	Yes	Sent with the USCIS Notice of Approval. Must be dated <u>after</u> USCIS approval date (I800A approval date)	
USCIS Notice of Approval (I-800A Approval Letter)	Yes	Yes		
Document To Send to AGCI Once Received (these may be submitted after 9-month mark with no penalty due to needing Home Study to apply)				
USCIS Notice of Approval Letter (as already mentioned in Documents Prepared by You)	Cannot apply until after approved home study. Once approval is received, please use the notary statement for USCIS Letter of Approval to notarize and then apostille.			
Ministry of Justice Application (as already mentioned in Documents Prepared by You)	Sent with the USCIS Notice of Approval to AGCI. Must be dated <u>after</u> USCIS approval (I800A approval date). Must be notarized and apostilled. Use the Home Study to fill out each question and make sure the needs of the child are exactly as approved in the home study.			

Sending in your dossier:

You can send in your dossier to AGCI when you have all documents except the following ready and apostilled, if applicable:

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- USCIS Notice of Approval
- Ministry of Justice Application

Please send AGCI one scanned copy of your full apostilled dossier BEFORE mailing to us for review. Then, when reviewed, please mail one printed colored photocopy of the apostilled dossier documents along with the original documents to your IAS. Use the order of this checklist to submit all documents. Please confirm the address with your IAS. Please do not unstaple any apostille pages when making photocopies.

Fees Due: Please also provide the dossier fees at the 9 month from contract date. We will need this payment and all Dossier paperwork outside of the USCIS approval and Ministry of Justice application before 10 month mark to avoid late fees. These can be found on your fee schedule or an invoice that can be sent to your family. You can pay via credit card or a check.

AGCI will do a final review and approval of the dossier AFTER the USCIS approval and Ministry of Justice application are approved and received. Then, the full dossier will be mailed to Bulgaria for translation and registration.