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| **COSTA RICA DOSSIER CHECKLIST AND DOSSIER SUBMISSION GUIDELINES**  **\*\* Once submitted to PANI documents cannot be older than 12 months old. Please allow 2-3 months for review, delivery and translation.** | | | | | |
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| **DOCUMENTS PREPARED BY YOU** | | | | | |
| **#** | **Document** | **Notarize** | **Apostille** | **Special Notes** | **Completed/Notes** |
| 1 | Birth Certificates for Parents | NO | YES | Must be apostilled by issuing state or country of origin. Apostilles should not be older than 9 months old. |  |
| 2 | Marriage License (need 2) | NO | YES |  |
| 3 | Divorce Decree/ Death Certificate of spouse (if applicable) | NO | YES |  |
| 4 | Complete passport book copy (including empty pages) | YES | YES | Use T**rue and Accurate** cover sheet, notarize and then send for apostille. |  |
| 5 | PANI-Application form | NO | NO | Use the Spanish version and (dd-mm-yyyy) format for dates. Sign form. |  |
| 6 | PANI-Reflection Sheet-SN List | NO | NO | Use the Spanish version and review the Glossary form in the portal. Give this form to your home study social worker to include in the home study. |  |
| 7 | AGCI-Post Adoption Report | YES | YES |  |  |
| 8 | Photo Album printed | NO | NO | Pictures PDF. Home, family, hobbies, and pets. See the example in the portal, it must have both SPA/ENG explanations if you decide to write on it. |  |
| 9 | 2x2 Passport size pictures | NO | NO | Two copies of each picture |  |

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| **DOCUMENTS PREPARED BY OTHERS** | | | | | |
| **#** | **Document** | **Notarize** | **Apostille** | **Special Notes** | **Completed/Notes** |
| 10 | Home Study-with H.S. local Agency License attached to back of H.S. | Should arrive notarized. | YES | You will receive 3 copies –  1. Dossier (send for apostille)  2. Send with I800a application (no apostille)  3. For your records. |  |
| 11 | Psychological Evaluations | Should arrive notarized. | YES | If your psychologist is out of state, you can use the **True and Accurate** cover sheet, notarize again and then send for apostille. Or you can send to the issuing state for apostille. |  |
| 12 | Color Copy-FBI Criminal Records | NO | YES | Must be apostilled at the Department of State in VA. Please use the FBI Criminal Check Cover Letter and FBI Check Request for Authentications form on portal. Further instructions can be found in the dossier packet. |  |
| 13 | Employment Verification | YES | YES | You can use the letter you used in the home study if not outdated. Use **True and Accurate** cover sheet, notarize and then send for apostille. |  |
| 14 | Medical Certificate | YES | YES | You can use the medical form used in your home study if not outdated. Use **True and Accurate** cover sheet, notarize and then send for apostille. |  |
| **To be sent to AGCI once received** | | | | | |
| 15 | USCIS immigration paperwork-I800a. | YES | YES | Once HS is approved, apply for I800a. Once I800a approval letter is received, use the Tr**ue and Accurate** cover sheet, notarize and then send for apostille. Mail to IAS. If you live in AR or NM consult with IAS before sending for apostille. |  |

**DOSSIER SUBMISSION GUIDELINES**

* AGCI Family Portal [Costa Rica – AGCI Family Portal (myagci.org)](https://myagci.org/index.php/costarica/#1505424675695-6351cec4-300d)
* Password: myagci

**VIRTUAL DOSSIER:**

* Once your documents are ready to be reviewed (with apostille, if applicable), please scan and email them to your IAS for final approval being mailing the dossier in. This may take several emails.
* Please take special care to not remove any staples, notary or apostille pages when scanning.
* The documents must be individually labeled LastName\_Document
* For translation purposes, there must be one PDF per item (for example, both employer letters could be merged into one PDF). Do not scan the entire dossier into one PDF.
* ***If any documents are nearing the 12-month expiration date, you will be asked to redo them.***

**NAMING CONVENTION:**

1. Jones\_PANI Application

2. Jones\_Special Needs PANI form

3. Jones\_Birth Certificate Parents

4. Jones\_Marriage Certificate (send one copy, retain one copy for referral process).

5. Jones\_FBI

6. Jones\_Employment

7. Jones\_Medical forms

8. Jones\_Psychological Evaluation

9. Jones\_Home Study

10. Jones\_Post Adoption Report

11. Jones\_Passport

12. Jones\_Photo Album

Once the virtual dossier has been approved your IAS will provide you the address to mail in the hard copy. The hard copies must be organized in the same order as the dossier list above. Please be sure the photo album pictures are printed as well.

**Your hard copy dossier is due no later than 10 months from the contract date. Dossiers received after this date will incur a $500-month late fee.** Dossiers are considered complete once all documents (excluding the I800a approval notice) are received by mail.