

Ecuador Dossier Checklist and Submission Guidelines

Family Name:

Expiration Date:

Document	Notarize	Apostille (County Certify if Needed)	Special Notes	Completed
Documents to Order				
12. Birth Certificate – Husband	N/A	Yes		
12. Birth Certificate – Wife	N/A	Yes		
13. Children’s Birth Certificate	N/A	Yes	Any children in the home	
18. Marriage License	N/A	Yes		
18. Divorce Decree/ Death Certificate of spouse** (if applicable)	N/A	Yes		
Documents Prepared by Others				
6. Home Study- with Home Study Agency License attached to back of Home Study + License of social worker completing report.	Yes	Yes	You will receive 3 copies – 1.) Dossier (apostille) 2.) I800A (no apostille) 3.) For your records	
7. Psychological Evaluations	Yes	Yes	One per parent.	
16. Letter from Psych. Provider	Yes	Yes	One per parent.	
22. 3 Letters of Recommendation	Yes	Yes	Can be from anyone (only 1 from a relative)	
19. Color Copy of FBI Criminal Check—Husband	N/A	Yes	Must be less than 1 year old when submitted to MIES. These must be apostilled in Washington DC. Instructions on the Family Portal. Include FBI clearances for parents and all adult household members.	
19. Color Copy of FBI Criminal Check—Wife	N/A	Yes		

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Documents Prepared by Others Cont'd	Notarized	Apostilled	Notes	Completed
17. Employment Verification – Husband	Yes	Yes	Must be less than 1 year old when submitted to MIES. For a stay at home parent, include homemaker letter.	
17. Employment Verification – Wife	Yes	Yes		
15. Medical Form Husband <i>(includes blood work)</i>	Yes	Yes	Must be less than 1 year old when submitted to MIES. Form must be typed – i.e., all medical diagnoses must be typed, not handwritten by the doctor. If you are able to email the form to the doctor, he can access the PDF and use 'fill and sign' to complete the form.	
15. Medical Form Wife <i>(includes blood work)</i>	Yes	Yes		
4. Certificado de Idoneidad	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	
5. Definition De Perfil	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	
10. Post Adoption Commitment (AGCI)	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	
11. Adoption Preparation	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	
26. Declaration of Organization	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	
23. State Adoption Laws	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	
24. Agency License	Yes	Yes	This form will be provided to you by AGCI and must be notarized as True and Accurate and apostilled in your state.	

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Documents Prepared by You				
1. MIES Application Form	N/A	N/A	Must be typed, Times New Roman, Font 12. Glue 2x2 Passport photos, Date format: (dd-mm-yyyy) . Use your full legal name on the application (same name as on passport).	
3. 2x2 Photos w/ Names	N/A	N/A	Place photos on an 8.5x11 sheet of paper and type your names under each photo.	
8. Power of Attorney (2)	Yes	Yes		
8. Acceptance of Guardianship w/ color passport copy.	Yes	Yes	If no passport, a driver's license is acceptable. If a married couple, include both passports or driver's licenses. The acceptance and both passports can be stapled together and notarized/apostilled as one document.	
9. MIES Post Adoption Commitment Form (family)	Yes	Yes		
14. Color Copy of Passports	Yes	Yes	Must be at least 2 years from expiration.	
20. Basic Knowledge of Spanish Language	Yes	Yes	Example in Family Portal	
21. Photos of Family and Home	N/A	N/A	Example in Family Portal. Please do not create a photo book, but just attach photos to 8.5x11 pages.	
To be sent to AGCI once received				
2. USCIS Notice of Approval	Yes	Yes	Notarize as True and Accurate and apostille in your state	

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DOSSIER GUIDELINES

1. All True and Accurate cover sheets must be typed. Do not hand write names on the form. If possible, the notary block (names, dates) should also be typed.
2. Use your full name – the one listed on your passport – for all documents.
3. Ensure that the notary's commission is valid for a significant amount of time – two years or more is optimal.
4. Access the family portal, where you'll find all forms under the Dossier Tab. Here is the log in information:

LOGIN INFO:

www.myagci.org

Password: myagci

VIRTUAL DOSSIER:

Once your documents are ready to be reviewed (with apostille, if applicable), please scan and email them to lomernik@allgodchildren.org.

The documents must follow the order below, and each document labeled # **LastName_Document**

For translation purposes, there must be one PDF per item (for example, the medical files should be merged into one PDF).

NAMING CONVENTION:

1. Jones_MIES Application
2. Jones_I-800A
3. Jones_2x2 Photos
4. Jones_Certificado de Idoneidad
5. Definition de perfil
6. Jones_Home Study
7. Jones_Psychological Evaluation
8. Jones_Guardianship Power of Attorney (x2)
9. Jones_Guardianship Acceptance w/color copy of passports
10. Jones_MIES Post Adoption Commitment by family
11. Jones_MIES Post Adoption Report by AGCI
12. Jones_Adoption Preparation
13. Jones_Birth Certificate Parents
14. Jones_Birth Certificate – children in home
15. Jones_Passport
16. Jones_Medical forms
17. Jones_Letter from Psychologist
18. Jones_Employment
19. Jones_Marriage Certificate/Divorce Decree/Death Certificate
20. Jones_FBI
21. Jones_Proof of Spanish Proficiency
22. Jones_Photo Album
23. Jones_Reference letters (x3)
24. Jones_State Laws
25. Jones_Agency License
26. Jones_Legal Representative
27. Jones_Declaration of Organization

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The IAS will review your dossier and share the address where the hard copies can be mailed once the virtual dossier is completed.

HARD COPY DOSSIER

The hard copies must be organized in the same order as the virtual dossier order. Please be sure the photo pages are printed and included with your dossier.