|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |

Family Name:

Expiration Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** *(includes blood work)* | 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** *(includes blood work)* | 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. |  |
| **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 |  |

**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](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.myagci.org%2F&data=05%7C01%7Csmontana%40allgodschildren.org%7Cc1ab98c9a4d049c3177808dbda632460%7C795ae2d4c1fc46db9d3a93fe2563e483%7C0%7C0%7C638343891591710778%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ryV1%2F19Ca8tbHbEav3kTkFdyYhsfjBK263VqD3EpnNo%3D&reserved=0)

Password: myagci

**VIRTUAL DOSSIER:**

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

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.