

PHILIPPINES DOSSIER CHECKLIST

Document to Order	Notarize	Special Notes	Completed
Birth Certificate – Husband	No	Need an ordered certified copy	
Birth Certificate – Wife	No	Need an ordered certified copy	
Marriage License	No	Need an ordered certified copy	
Divorce/ Death Certificates	No	Need an ordered certified copy	
Passports (if needed or expired)	No	Need a photo copy. Include both the photo and signature page, also include any amendment pages.	
Documents Prepared by Others			
Home Study with license attached	Yes		
Medical Form – Husband	Yes		
Medical Letter (if needed) – Husband	Yes	Additional letter from your doctor explaining certain health diagnosis, if needed	
Medical Form – Wife	Yes		
Medical Letter (if needed) – Wife	Yes	Additional letter from your doctor explaining certain health diagnosis, if needed	
Medical Statement- Each child in home	Yes	This is one letter for all children in the home.	
Psychologist Evaluation– Husband	Yes	Please see the guidelines on the Family Portal and dossier packet	
Psychologist Evaluation– Wife	Yes	Please see the guidelines on the Family Portal and dossier packet	
Criminal Check – Husband	Yes		
Criminal Check – Wife	Yes		
Criminal Check for anyone in the home age of 18 or over	Yes	If applicable	
Employment Verification –	Yes	This is separate from Employee	

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Husband		reference letters	
Employment Verification – Wife	Yes		
Extra Employment Verification (if needed)	Yes	If applicable	
Employer Reference Letter- Husband	Yes	Must have 5 total References in Letter format from people who have known you for 5 years	
Employer Reference Letter- Wife	Yes	Must have 5 total References in Letter format from people who have known you for 5 years	
Friend Reference Letter- Husband and Wife	Yes	Must have 5 total References in Letter format from people who have known you for 5 years	
Pastor Reference Letter- Husband and Wife	Yes	Must have 5 total References in Letter format from people who have known you for 5 years	
Additional Reference Letter (Friend)	Yes	Must have 5 total References in Letter format from people who have known you for 5 years	
Written Consent from Children	Yes	From Children 10 and older	
Guardian Letter	Yes		
Documents Prepared by You			
NACC Application Form	Yes	Please type responses	
Oath & Undertaking	Yes		
Oath & Undertaking (child specific)	Yes	Only needed if you have a match	
NACC Self-Report Questionnaire	No		
Federal Tax Return	Yes	Please use true and accurate copy form to notarize	

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Type of Child Acceptable to Family Form	No	Signed by home study Social Worker and must match HS Parameters. Please notes that the Philippines does not allow families to add comments on this form. Please just check yes or no.	
Photos of Family and Home	No	Requested photos listed in Dossier packet.	
Adoption Decree	No	Only needed for children previously adopted from the Philippines.	
5-minute Video of Family – Email link	No	Should include a Tour of home, short statement on family dynamics, families plans on how they intend to nurture a healthy parent-child and sibling relationship with prospective adoptive child.	
Copy of the USCIS Notice of Approval (I-800A approval letter)	Yes	This form is applied for once we received an approved Home Study. When the approval letter comes, we will use the NBC notary statement for USCIS Letter of Approval to notarize it.	
To be sent to AGCI with the Original Dossier Documents Completed			
One complete virtual photo copy of the full dossier			

Sending in your dossier:

You can send in your dossier to AGCI when you have all documents except the following ready:

- USCIS Notice of Approval (I-800A Approval Letter)

Please send one virtual photocopy of your dossier to your IAS before mailing your original documents. You will need to mail the notarized USCIS notice of approval once it arrives to have your Dossier be considered complete. Please verify with your IAS the address to mail the documents to.

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1. Applicant Photos and Video link
2. Passport copies
3. NACC Application
4. Oath and Undertaking
5. Home Study
6. Type of Child Acceptable to Family Form
7. Birth Certificates
8. Medical Forms
9. Medical Statement for Children
10. Psychological Evaluations
11. Self-Report Questionnaires
12. Marriage Certificates
13. Divorce/Death Certificates
14. Consent of Children (10+)
15. Criminal Checks
16. Character References
17. Guardian Letter
18. Employment Verification Letters
19. Federal Tax r=Returns
20. Adoption Decree
21. USCIS Notice of Approval (I-800A Approval Letter)

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 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.