|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents to Order**  | **Notarize** | **Apostille***(County Certify if Needed)* | **Special Notes** | **Completed** |
| Birth Certificate – Husband | N/A |  |  |  |
| Birth Certificate – Wife | N/A |  |  |  |
| Marriage License | N/A |  |  |  |
| Death/Divorce Decree | N/A |  |  |  |
| Passports | N/A | N/A |  |  |
| Citizenship and Naturalization Documents (if applicable) | N/A |  |  |  |
| **Documents Prepared by Others**  |  |  |  |  |
| Home Study  |  |  |  |  |
| HS Agency License  |  |  |  |  |
| Medical Form—Husband |  |  |  |  |
| Medical Form—Wife |  |  |  |  |
| Criminal Check—Husband |  |  |  |  |
| Criminal Check—Wife |  |  |  |  |
| Employment Verification – Husband |  |  |  |  |
| Employment Verification – Wife |  |  |  |  |
| Letters of Recommendation  |  |  | Five letters are needed  |  |
| Letter from Psychologist |  |  |  |  |
| AGCI Approval Letter |  |  |  |  |
| **Documents Prepared by You** |  |  |  |  |
| Application Letter  |  |  |  |  |
| Financial Statement  |  |  |  |  |
| Family Composition  |  |  |  |  |
| Photos of Family and Home  | N/A | N/A | 15-20 photos  |  |
| Other Documents to Send to AGCI Once Received  |  |  |  |  |
| Copy of USCIS Notice of Approval  |  |  |  |  |

***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:

* USCIS Notice of Approval

Put your dossier documents in the following order:

Application Letter

Birth Certificates

Marriage Certificate

Death/Divorce Decree

Copy of Passport

Family Composition Form

Home Study with Agency License

Letter from Psychologist

Medical Forms

Criminal Checks

Financial Statement

Employment Verifications

Letters of Recommendation

Photos of Family and Home

I-800A Approval

Scan a copy of your entire dossier to your International Adoption Specialist for review. Do not unstaple any apostilled pages when scanning. Do not mail your dossier until your IAS has reviewed and approved your dossier.

Mail your original dossier and one set of black and white photocopies of the original documents. Please do not unstaple any apostilled pages when making photocopies.

Mail your dossier to your International Adoption Specialist. Address will be provided at the time of mailing.