

China Adoption Online

Note: This sample is in no way intended to replace the guidance of your adoption agency. Sometimes there is more than one correct way to fill out these forms, and you should always consult with your agency when making decisions about your specific case. The information provided here is general in nature and may not be applicable under all circumstances. Nothing contained in this website constitutes specific legal advice and the author will not be held liable for any information contained herein. If you have questions about your own situation, you should consult with your licensed adoption service provider.

Sample Instructions For Form I-800, Petition to Classify Convention Adoptee As An Immediate Relative

Part 1. Information About You (Person filing this application)

1. Fill in your complete name—last, first, middle names. Include other names you may have used—maiden name, previous married name, etc.

USCIS Account #: this number is on your USCIS Approval Letter. The Petitioner and the Spouse each have their own number. *(Please note that as of late 2010, USCIS is no longer issuing account numbers. People who have had one previously, should see the number listed on your Approval Letter and should enter it in this space. If you do not have a number listed, please enter the word "None" in this space)*

Fill in your U.S. Social Security Number.

Fill in your date and place (city, state and country) of birth.

Fill in your complete home address, and a mailing address if different from your residence.

Fill in your home phone number and your primary email address.

2. The answer should be "Yes".

3. The answer should be "Yes".

4. **a.** Complete the information for the Spouse of the Petitioner listed in Question 1. For married women, please list your married name as the last name.

USCIS Account #: this number is on your USCIS Approval Letter. The Petitioner and the Spouse each have their own number.

Fill in your U.S. Social Security Number.

Fill in your date and place (city, state and country) of birth.

b. The answer should be "Yes".

Part 2. Processing Information

1. This information should be taken from your USCIS Approval Letter
USCIS Receipt #: This number is in the upper left corner and begins with "SIM"
Date of Approval: enter the date that is the "Notice Date"

Date Approval/Extension Expires: enter the date that is given for "Approval Valid Until"

2. Check box "a"

3. City in Foreign Country: Guangzhou
Foreign Country: China

4. Answer "No"

5. Do not answer – do not check either box.

Part 3. Information About the Beneficiary (Convention Adoptee)

1. Family Name: Put the first word of your child's Chinese name.
Given Name: Put the second and third words together as this name..
Sample: Wei Jia Zhong – Chinese name as it appears on the LOA
Family Name is Wei; Given Name is Jiazhong

2. Do not enter any information.

3. Do not enter any information.

4. Enter the requested information for your adopted child. If you need help determining the city and province for your child, please ask your agency for help.

5. Put in: China

6. Enter: Civil Affairs Department of _____ Province.

7. Check the first box only.

8. Check box "a" – enter your home address.

9. Check "Yes" for both a. and b.

10. Do not check either box – this question does not apply to you.

11. Do not check either box – this question does not apply to you.

12. a. "Yes" b. "Yes" c. "yes"

13. Check box "a" only.

14. Check "No"

15. Check "No"

16. Check "No"

17. Do not check any box – this question does not apply to you.

18. Check "No"

19. Do not check either box – this question does not apply to you.

20. Check box "a" only.

21. Do not fill in any part of this question – this question does not apply to you.

22. Name of Adoption Service Provider: Fill in your agency information.

a. Check "Yes"

b. Do not check either box

23. Check "Yes"

24. Check "Not applicable (child will be adopted outside United States)"

25. Please look up the address of your child's orphanage at BlessedKids.com – click on the link for Orphanage Addresses. If your child is with a foster family, still enter the orphanage address. Most orphanages do not have phone numbers – leave this space blank.

26. Leave blank.

27. a. "No" b. "Yes"

Part 4. Information about Fees, Expenses and Other Compensation

Ask your agency for assistance if you are unsure about the expense you have paid so far.

Part 5. Certification and Signature of You, the Prospective Adoptive Parent(s)

Sign and date as indicated.

Part 6. Signature of Person Preparing Form if Other Than Above

Leave Blank

REMEMBER THIS INFORMATION:

There is *no fee to file USCIS Form I-800 and I-864W*. You will also not need to be fingerprinted.

- **FAMILIES ADOPTING TWO UNRELATED CHILDREN:** If this is your situation, there is a filing fee of \$720 required when you submit your I-800. Also, you must file two Form I-800s/I-864W and they must be filled out slightly differently. **Please speak to your agency if this is your situation!**

Courier and Express Mail Deliveries

USCIS

Attn: Hague

2501 S. State Hwy. 121 Business, Suite 400

Lewisville, TX 75067

Regular Mail Service

**USCIS
PO Box 660087
Dallas, TX 75266**

CHECKING THE STATUS OF YOUR APPLICATION

NBC(National Benefits Center), Hague Unit (Missouri)

- Phone: 877-424-8374
- Email: NBC.Hague@dhs.gov