

## Adoption Document Checklist

Agency (Full Name): \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Facilitator's Name & Tel in GZ: \_\_\_\_\_

IR3 / IR4 (Please circle one for classification) CIS Filing Date (I600a or I800a): \_\_\_\_\_

**Parents' information:**

Email address: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Nationality: \_\_\_\_\_  
(Last) (First) Maiden (if applicable)

Father's name: \_\_\_\_\_ Nationality: \_\_\_\_\_  
(Last) (First)

Hotel in Guangzhou: \_\_\_\_\_ Room: \_\_\_\_\_ Tel: \_\_\_\_\_

Departure date & time: \_\_\_\_\_ Flight Number: \_\_\_\_\_

**Adopted Child's passport information:**

Name (official): \_\_\_\_\_  
(Last) (First) (Middle)

Name (AKA): \_\_\_\_\_  
(Last) (First) (Middle)

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Day / Month (in English) / Year) (City) (Province)

Passport #: \_\_\_\_\_ Issued on: \_\_\_\_\_ Expires on: \_\_\_\_\_  
(Day / Month (in English) / Year) (Day / Month (in English) / Year)

**Document Preparation Status:**

1. \_\_\_\_\_ Child's passport
2. \_\_\_\_\_ Copies of Child's Passport & Parents' Passports (For IR-4 cases please attach a photocopy of the non-traveling parent's passport.)
3. \_\_\_\_\_ Vaccination Affidavit (one parent must complete, sign and have signature notarized)
4. \_\_\_\_\_ Medical Report
5. \_\_\_\_\_ Birth Certificate
6. \_\_\_\_\_ Abandonment Certificate
7. \_\_\_\_\_ Adoption Registration (original, copy & translation)
8. \_\_\_\_\_ Two full-faced visa photos of the child (with the child's Chinese name printed on the reverse)
9. \_\_\_\_\_ I-604
10. \_\_\_\_\_ DS-230 part 1 & part 2 (must include parent's signature(s); signature(s) should not be notarized)
11. \_\_\_\_\_ I-600 (after the adoption is completed, parents must sign and write date)
12. \_\_\_\_\_ I-864W (for IR3 only)
13. \_\_\_\_\_ Home study addendum (any major household changes and/or orphan's conditions – e.g., special needs, different age-- not addressed in the original home study and/or INS approval)

**IR4 cases:**

A. Affidavit of Support:

\_\_\_ a. I-864 / I-864a;

\_\_\_ b. the most recent year's federal tax returns;

B. \_\_\_ Evidence that all state's pre-adoption requirements, if required, have been met

**Parent's Statements:**

1. Has a record of your fingerprints been processed and read by the FBI within 15 months before your appointment date?  
Yes, fingerprint record expires on (check I-171H, different from I-600A's expiration date) \_\_\_\_\_  
No \_\_\_\_\_
2. Since CIS approved your I-600A application, have significant changes occurred in your household (e.g., residence change, marital status, criminal history, financial resources, addition of children or adults to household)?  
No \_\_\_\_\_ Yes \_\_\_\_\_ (If 'Yes', please explain on reverse side)
3. Do you have a referral from the Chinese Government for this child? Yes \_\_\_\_\_ No \_\_\_\_\_
4. To your knowledge, does this child have special needs/disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If 'Yes', please explain on reverse side).

Parent's Signature: \_\_\_\_\_

**Consular Remarks:**

\*Doc. Checker: \_\_\_\_\_ \*Reviewing Officer: \_\_\_\_\_ \*EVI: \_\_\_\_\_ \*Print Authorized: \_\_\_\_\_