



1800 and DS230 Overview & Instruction Guide

AMERICA WORLD ADOPTION

Dear Family,

At this point in your adoption process, you will need to begin working on some preliminary travel paperwork required for families under the Hague adoption process. As part of the Hague adoption requirements, you will need to prepare and submit the following documents:

1. I800 Application - mail to the National Benefits Center (NBC) once you receive your Referral Acceptance (RA)
Important Note: If both parents have completed the additional 2 hours of Hague training as noted in the I800 Instruction Packet (link provided below) and have possession of their AWAA Training Certificate of Completion and the AWAA Letter of Training Completion sent by your Travel Coordinator, your Family Coordinator will scan and email a copy of the RA document to submit with your I800 application the day it arrives to enable your family to mail the I800 application at the earliest date possible.
2. DS230 Application and supplemental documentation – mail to AWAA with your RA package

The following information is designed to help prepare you for submitting the I800 Application and DS230 Immigrant Visa Application once you receive your Referral Acceptance. The instructions below will help you navigate the I800 and DS230 application processes. It will guide you step by step through each document and provide an overview of what to expect from Referral Acceptance to travel. I would encourage you to have your I800 ready to submit the day your RA arrives and the DS230 application ready to submit with your RA package. ***It is essential that you read through this packet thoroughly.***

Please note there is a link to download a complete sample I800 application on page 15 of this packet. I encourage you to print these sample forms and use them to guide you through each form of the application.

Travel Timeline for Hague Process

While families in the non-Hague process typically receive their Travel Approval (TA) 2-6 weeks after their RA, it takes about 8-12 weeks longer for families in the Hague process. Please be aware that your TA will most likely arrive 10-14 weeks after you receive your RA and submit your I800 application. Families typically travel 2 ½ -4 weeks after their TA arrives. A timeline of the I800 process is included on page 7.

Travel Information

We are so excited for your family as you get closer and closer to such a fun and exciting time in the travel stage of your adoption process. The day that your RA arrives I will be emailing you with all travel information as it pertains to the two weeks spent in China to complete your adoption. Until that day, please hold all travel-related questions and continue to focus on submitting your I800 application. The average cost of travel as it relates to international airfare, obtaining visas, and in-country travel expenses can be found on the America World website at the following link listed below.

Travel Costs

<http://www.awaa.org/programs/china/cost.aspx>

Please let me know if you have any questions about the I800 process. I know this is a complicated process and would be happy to assist you.

Sincerely,

The AWAA Travel Staff

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1800 & DS230 Overview

1800 and DS230 Overview

Families under the Hague adoption process are required to mail the I800 application to the National Benefits Center (NBC) once they receive their Referral Acceptance (RA), as well as prepare and mail the DS230 Immigrant Visa application to AWAA with their RA package. **It is important for each family to have the I800 application prepared to submit as soon as they receive their RA, and the DS230 application prepared to submit with your RA package.**

Travel Timeline for I800 Applicants

A timeline of the I800 process can be found on page 7. The China Center for Children's Welfare and Adoption (CCCWA) typically issues the Travel Approval (TA) 10-14 weeks after submitting the I800 application to NBC. As the I800 application timeline affects your travel dates it is important for your family to submit your application as soon as your RA arrives.

I800 Application

Pages 8-11 provide instructions for completing your I800 application. Several items will need to be included with the I800 application. Links to download a sample I800 application with attachments is included on page 15.

I800 Training Requirements

Families must complete 10 hours of training prior to submitting their I800. Families complete 8 hours of this training during the Hague home study process and an additional 2 hours during the referral and travel stage. The second portion of training will be completed by gaining an overall understanding on the culture and traditions of your child's country by reading through the [Adoption Education: Chinese Culture](#) booklet. You will also be required to familiarize yourselves with your child's specific province by clicking on the name of their province on page 5 (please note, you are only required to read about your child's specific province). In addition to reading this information, you will also be required to listen to a recorded [travel conference call](#).

Once you have completely read through the information on your child's specific province and the *Chinese Culture* booklet, as well as listened to the recording, please send the Travel Coordinator an email letting them know. At that time we will mail your family a certificate and letter of completion. **It is important for you to complete this as soon as possible as the certificate and letter must be included with your I800 application which you may submit the day your RA arrives.**

If both parents have completed the additional 2 hours of Hague training as noted in the "I800 Training Requirements", and have possession of their AWAA Training Certificate of Completion and the AWAA Letter of Training Completion sent by your Travel Coordinator, your Family Coordinator will scan and email a copy of the RA document to you to submit with your I800 application the day it arrives to enable your family to mail the I800 application at the earliest date possible.

Important Note for China Healthy Program: Families who are not participating in the China Waiting Children program will not be able to receive their certificate and letter in advance as part of the I800 Training Requirement is fulfilled during the review of the child's referral information and the child's province is unknown until the day the referral arrives.

List of Provinces & Information

As part of fulfilling the I800 training requirements, please click on the province(s) specific to your child and read through the information to better familiarize yourself with your child's background. For more information pertaining to the I800 training requirements, please reference page 4.

<u>Anhui</u>	<u>Inner Mongolia</u>
<u>Beijing</u>	<u>Jiangsu</u>
<u>Chongqing</u>	<u>Jiangxi</u>
<u>Fujian</u>	<u>Jilin</u>
<u>Gansu</u>	<u>Liaoning</u>
<u>Guangdong</u>	<u>Ningxia</u>
<u>Guangxi</u>	<u>Qinghai</u>
<u>Guizhou</u>	<u>Shaanxi</u>
<u>Hainan</u>	<u>Shandong</u>
<u>Hebei</u>	<u>Shanxi</u>
<u>Heilongjiang</u>	<u>Sichuan</u>
<u>Henan</u>	<u>Xinjiang</u>
<u>Hubei</u>	<u>Yunnan</u>
<u>Hunan</u>	<u>Zhejiang</u>



I800 and DS230 Overview

DS230 Immigrant Visa Application

Along with applying for the I800 through USCIS each family will submit a DS230 form to AWAA to be submitted to the US Consulate in Guangzhou, China. Once the family's I800 is approved by USCIS it will be sent electronically to the Consulate where they will review the approval and send a document called the "Article 5" to the CCCWA. The Article 5 is issued by the US Consulate 10 business days after they have received all supporting documentation required, including your I800 provisional approval, DS230 application and the cable letter notification from NVC. Once you send this to AWAA by email or fax we will send it electronically to the Consulate. From then, it typically takes 10 business days for the Consulate to issue your Article 5. Please note that at this time the Consulate allows drop-off and pick-up for Article 5 documents on Tuesday, Wednesday, Thursday, and Friday, so depending on what day it is issued it may take longer than two weeks for us to obtain it and forward it to the CCCWA. As the U.S. Consulate prefers to work directly with adoption agencies, please contact AWAA with any questions or concerns regarding your case. If the question warrants a response from the U.S. Consulate, AWAA will forward the inquiry. Please do not contact the Consulate directly with inquiries as they deal with thousands of families' paperwork each year and do not have the capacity to handle this additional work.

DS230 Payment

The filing fee to USCIS for the DS 230 form is \$230 and the AWAA fee to process the form is \$100. Please note that the \$230 fee is not new, but was paid in China with the I600 process but in advance for the I800 process. You can either send a \$330 check to AWAA with your DS230 or pay online. *If you pay online please select "Visa Fee" from the dropdown menu and forward your payment confirmation to your Travel Coordinator.*



NVC Notification Information

The I800 approval is called the "Notice of Provisional Approval". NBC will send AWAA a copy in the mail but each family should also contact AWAA to confirm they have received the copy.

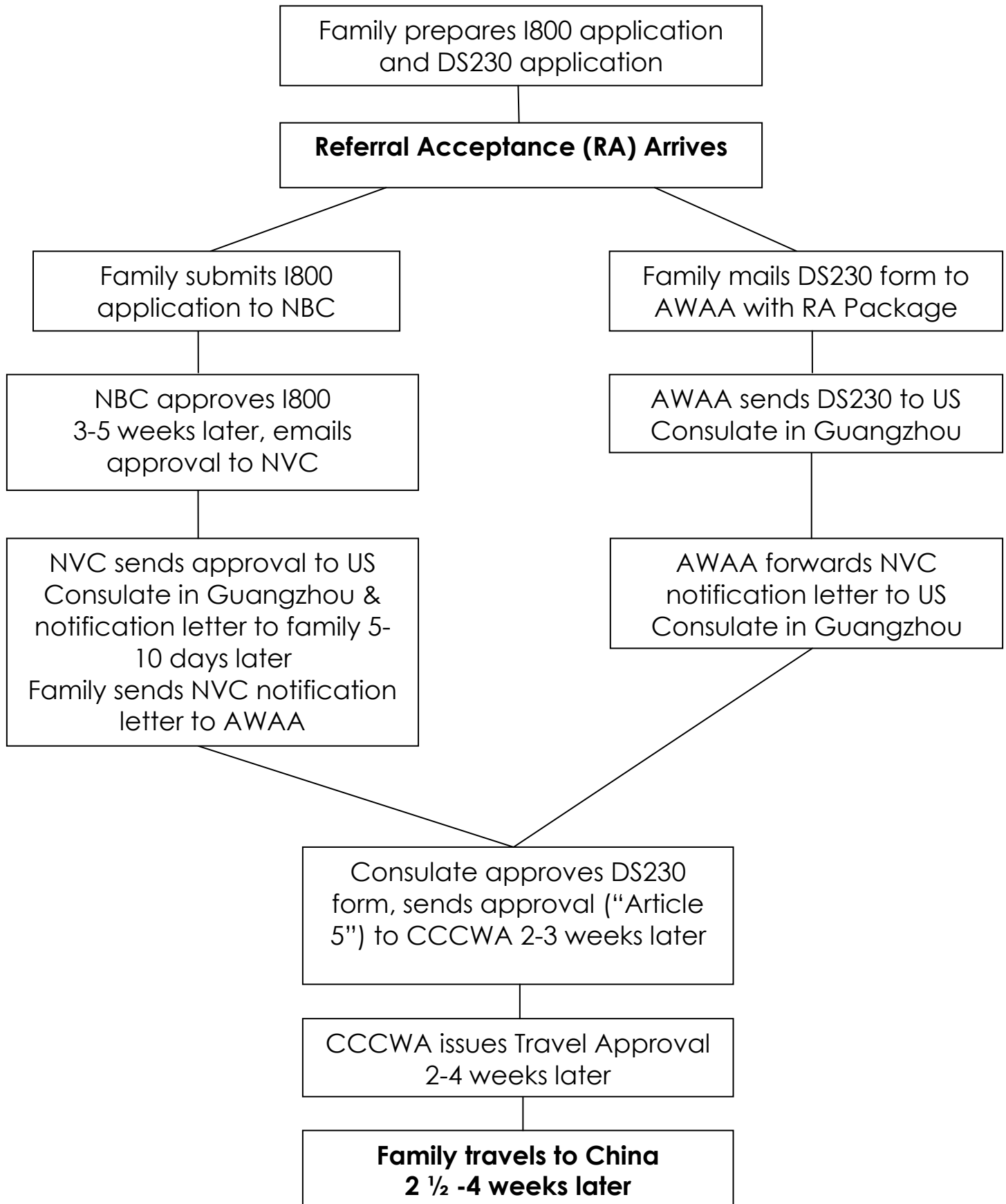
About 5-10 business days after the I800 is approved the family will receive a letter notifying them that the I800 approval was cabled to the US Consulate in Guangzhou, China by the National Visa Center (NVC). AWAA will not receive a copy of this letter and **it is important that the family sends a copy of the NVC letter to AWAA as soon as it arrives**. AWAA will then submit the letter to the U.S. Consulate in Guangzhou. A sample of this letter can be downloaded below:

Sample NVC Notification of Cable Letter:

[Http://www.awaa.org/downloads/travel/NVC_Notification_Letter.pdf](http://www.awaa.org/downloads/travel/NVC_Notification_Letter.pdf)

I800 and DS230 Overview

Process Timeline





Instructions for Submitting 1800



I800 Instructions

Instructions & Links to Download the I800 & Supplement 1 Forms:

- Instructions: <http://www.uscis.gov/files/form/i-800instr.pdf>
- I-800 Form: <http://www.uscis.gov/files/form/i-800.pdf>
- I800 Supplement 1, Consent to Disclose: <http://www.uscis.gov/files/form/i-800sup1.pdf>

I800 Application – Items to Include:

The items you will need to include with your I-800 application include:

1. Cover letter of all items included
2. I-800
3. Supplement 1, Consent to Disclose Information
4. I-864W
5. Photocopy of I-797
6. Photocopy of your online Hague training certification of completion
7. America World's training certificate of completion (provided by AWAA)
8. America World letter (provided by AWAA)
9. Photocopy of child's Chinese referral
10. Photocopy of Child's translated referral
11. Photocopy of Referral Acceptance
12. G1145 form (optional) <http://www.uscis.gov/files/form/g-1145.pdf>

AWAA Instructions for Completing Form:

Use the instructions above from USCIS and the I800 sample on page 15 for detailed instructions. The information below provides further guidance on specific questions:

I800 – Part 2: “Processing Information” – ONLY for families adopting more than one child

Applies only to families adopting more than one child and filing more than one I800 form within the validity period of an approved I800A.

For each child's I800 application, please mark the following boxes:

- Question 4: Please mark “Yes”
- Question 5: Please mark the appropriate box: “Yes” if the children are siblings, or “No” if the siblings are unrelated*

***Important:** “If more than one form I800 is filed during the approval period for different children, a \$720 fee is required for the second and each subsequent form I800. However, if the children are siblings, no additional filing fee is required” (I800 form, page 3)



1800 Instructions

1800 – Part 3: “Information About the Beneficiary (Convention Adoptee)”

- Question 1: Child's last name on referral information is listed as: Last name, Given Names. You will need to put the appropriate names in the blanks on the form.
- Question 6: “**child's orphanage**”, “**child's province**”, China (bolded items can be found on cover page of referral information)
- Question 25: http://www.blessedkids.com/index_files/addresses.htm (use this link to find the address for your child's orphanage)

Referenced in question #27:

- I-864W: <http://www.uscis.gov/files/form/i-864w.pdf>

1800 – Part 4: “Information about Fees, Expenses, and Other Compensation”

As the 1800 form indicates, please list “all fees, expenses, and other compensation made, directly or indirectly to any individual, agency, entity, governmental authority, or other payee or recipient,” (page 8).

Helpful Tip: Please reference your “Adoption Expenses Tracking Chart” to find a list of all payments made to AWAA throughout your adoption process. It may also be helpful to check with credit card/bank statements, AWAA agreement, AWAA website costs, receipts, etc in order to assist in formulating a comprehensive list of all expenses made in relation to your adoption. Your family can request an emailed receipt from AWAA of all adoption expenses made to AWAA when you return home with your child, the year the adoption is finalized.

Fees you have paid to America World (may vary slightly, please confirm with your records):

- ☐ \$250 application fee
- ☐ \$2,000 initial program fee*
- ☐ \$2,000 mid program fee*
- ☐ \$1,075 Dossier Translation Fee*
- ☐ \$3,000 post adoption deposit
- ☐ \$400 Referral Translation fee*
- ☐ \$750 Post Adoption Admin Fee
- ☐ \$2,000 final program fee
- ☐ Optional AWAA Fees- DAP- Dossier Assistance Program, Special Focus Admin Fee (if adopted two children), referral update fee

*discounts may have applied- please confirm with your receipts

Fees you have already paid to other entities (may vary slightly, please confirm with your records):

- ☐ Home study fees- original reports and any updates if applicable
- ☐ Post Adoption Report fees
- ☐ USCIS Fees- application and fingerprinting fee, renewal fee if applicable, supplement 3 fee (if applicable)
- ☐ Hague online training
- ☐ Secretary of State- for each state where you certified dossier documents
- ☐ Chinese Consulate or Embassy- for each place where you authenticated dossier documents
- ☐ Passport- if applicable
- ☐ Other fees- if applicable- notary, courier Fed Ex Fees

Fees you will pay in the future (cont. on page 11)

1800 – Part 4: “Information about Fees, Expenses, and Other Compensation” (cont.)

Fees you will pay in the future:

Please estimate the date of the following travel expenses according to your family's referral acceptance (RA) date.

Anticipated Date of Payment	Payee	Relationship to Child (if any)	Purpose of Payment	Amount of Payment
1 week from RA Date	AWAA US Consulate	Placing Agency	DS230 (Child's US Visa)	\$330
2 weeks from RA date	AWAA	Placing Agency	Chinese Visas (2)	\$380
11 weeks from RA date	Airline	No relation	Airfare (2 adults)	\$1,800 - \$3,400
11 weeks from RA date	Airline	No relation	Airfare (1 child)	\$250 - \$1,000
12 weeks from RA date	AWAA	Placing Agency	In-Country Travel Package (2 adults)	\$4,000 - \$6,000
14 weeks from RA date	CCCWA/Provincial Affairs	No relation	International program fee	\$7,300
Due at Final Program Fee at RA (Total of 6 reports)	Home Study Agency (list name)	Home Study Agency	Post-Adoption Report Fees	\$1,800 - \$3,800*
6 months after returning home 12 months after returning home	Home Study Agency (list name)	Home Study Agency	Post-Adoption Visit Travel Fees	\$0 - \$700 (if applicable)

*Please contact your home study office for amount and timeframe in which they collect this fee

I800 Forms

Sample Complete I800 Application and Supporting Documents:

[Http://www.awaa.org/downloads/travel/Sample_I800_Application.pdf](http://www.awaa.org/downloads/travel/Sample_I800_Application.pdf)

Sample I800 form:

[Http://www.awaa.org/downloads/travel/Sample_I800.pdf](http://www.awaa.org/downloads/travel/Sample_I800.pdf)

Sample I800 Supplement to Disclose Information:

[Http://www.awaa.org/downloads/travel/Sample_SupplementToDisclose.pdf](http://www.awaa.org/downloads/travel/Sample_SupplementToDisclose.pdf)

Sample I864W:

[Http://www.awaa.org/downloads/travel/Sample_I864W.pdf](http://www.awaa.org/downloads/travel/Sample_I864W.pdf)



Instructions for Submitting DS230



DS230 Instructions

Link to Download Form: http://www.awaa.org/downloads/travel/DS230_Exp_6.15.pdf

Information to complete in Part 1:

Please fill out only the information listed below. **AWAA will complete the rest of the form.**

- #2: Write your child's English name. Please note, your child's name will be officially changed in China.
- #10: Family's home address, Mother and Father's names, and telephone number
- #19-22: Information about the adoptive Father
- #24-27: Information about the adoptive Mother
- One parent (who will be traveling) will sign and date part 1 on page 2. Please write "(adoptive parent)" next to your signature.

Information to complete in Part 2:

Please fill out only the information listed below. **AWAA will complete the rest of the form.**

- #37: Write your child's English name. Please note, your child's name will be officially changed in China.
- #39: Both parent's names and home address, telephone number, email
- #43a: Mark the box for "No" you have never applied for a Social Security Number, and "No" you do not want the Social Security Administration to assign and issue you a card*
- #43b: Mark the box for "Yes"
- #44: One parent's name and "Father" or "Mother" as appropriate
- Do not sign part 2 (this will be signed in China)

*When families mark "Yes", they usually never receive the SSN card in the mail or it takes a very long time. You will apply for a SSN for your child once you return to the US as you will receive it much faster this way.

How to Include the Child's Passport Photo

- Insert your child's emailed referral photo labeled "Passport Photo" into a word processing program (i.e. Microsoft Word)
- Crop photo *as close to* a 2x2 standard passport photo size
- Print two colored copies of the photo onto photo paper
- Write your child's referral name and current age on the back of each photo
- Include with your DS230 application

Instructions for Submitting Form:

1. Fill out only the requested sections in parts 1 and 2.
2. Traveling parent signs requested section in part 1 (part 2 will be signed in China).
3. Mail all items to **AWAA** with your Referral Acceptance (RA) package.

Important note: If you are adopting more than one child, each child will need a separate DS230 application and DS230 fee.

Items to include:

1. DS230 Form
2. DS230 Payment Form (page 15)
3. Photocopy of child's Chinese referral
4. Photocopy of Child's translated referral
5. 2 Passport photos of child on photo paper cut to 2x2 size with child's Chinese name and age written on back
6. Check for \$330 payable to AWAA or copy of online payment receipt

DS230 Payment Form

Please complete the following information and submit it to America World with your DS230 form and accompanying documentation.

DS230 Fees

1. The filing fee to USCIS for the DS230 form is \$230.00
2. The AWAA processing fee is \$100.00

Adoptive Parents Names		
USCIS Filing Fee	\$230.00	
AWAA Processing Fee	\$100.00	
Total Amount Paid	Paid Online \$ _____ Date paid _____	Check Enclosed \$ _____ Check # _____

Instructions on Mailing DS230 application

1. Include the following items in your DS230 package:
 - a. Photocopy of child's Chinese referral
 - b. Photocopy of Child's translated referral
 - c. 2 Passport photos of your child on photo paper cut to 2x2 size with child's Chinese name and age written on back
 - d. DS230 Form
 - e. DS230 Payment Form
 - f. Check for \$330 payable to AWAA or copy of online payment receipt
2. Pay online at the AWAA payment site \$330 under "Visa Fee". In the "Notes" section, please write "DS230 payment" OR write a check for \$330 payable to AWAA.
3. Mail all items from step #1, along with this sheet, through a priority traceable mail carrier.
4. Send an email to a Travel Coordinator containing the tracking number for your package as well as the expected arrival date.

I _____, give permission to America World to send my DS230 application and additional documentation to the U.S. Consulate in Guangzhou.

Signature: _____ Date _____

DS230 Sample Forms

Sample DS230 Application:

[Http://www.awaa.org/downloads/travel/Sample_DS230.pdf](http://www.awaa.org/downloads/travel/Sample_DS230.pdf)



Tracking Sheet

I 800 Application	<u>Included</u>
I800 Application	
Supplement 1, Consent to Disclose Information	
I-864W	
Photocopy of I-797 "I800A – Approval Notice"	
Photocopy of Hague Training Certificate of Completion	
AWAA Training Certificate of Completion	
AWAA Letter of Training Completion	
Photocopy of Referral Acceptance - signed with the "acceptance" box checked	
Photocopy of Child's Chinese Referral	
Photocopy of Child's Translated Referral	
Cover Letter of All Items Included	
***Check or money order for \$720 (if applicable – see note below)	

***If adopting two or more unrelated children, you will need to include a check or money order for \$720 payable to "US Department of Homeland Security". However, if the children are siblings before the proposed adoption, no additional filing fee is required.

I800 Application Is Submitted To:

Submitting by Regular Mail	Submitting by Express Mail and Courier Service deliveries
<p>USCIS P.O. Box 660087 Dallas, TX 75266</p>	<p>USCIS ATTN: Hague 2501 S. State Hwy. 121 Business, Suite 400 Lewisville, TX 75067</p>

DS 230 Application	<u>Included</u>
DS230 Form	
Photocopy of Child's Chinese Referral	
Photocopy of Child's Translated Referral	
2 passport photos of child on photo paper cut to 2x2 size with Chinese name and age written on back	
Check for \$330 payable to AWAA or copy of online payment of \$330	
DS230 Payment Form	

DS 230 Application Is Submitted To:

America World Adoption Association
Attn: Celeste Kato
6723 Whittier Avenue Suite 202
McLean, Virginia 22101