



**DOCUMENTS TO PROVIDE TO FRC (NON-HAGUE ADOPTION)**

**Note: Submit all adoption documents. All listed may not be applicable to your case.**

**When scanning documents, ensure all the information is easily seen and read, and no part of the document is cut off. All documents must be legible to be submitted to immigration.**

<b>Evidence for Prospective Adoptive Parent(s)</b>	
1.	Proof of US Citizenship (If US citizen by birth, submit copy of birth certificate or US Passport; If born outside of US, submit Certificate of Naturalization/Citizenship)
2.	Copy of Marriage Certificate (if applicable)
3.	Copy of all Divorce Decrees (if applicable)

<b>In-country application</b>	
1.	Application when you applied to adopt from the Ministry
2.	Local social investigation/status report conducted in country by the Ministry

<b>Documents from Ministry, Court, and Orphanage</b>	
1.	Foster care documents – Foster Order, Lifting Order, etc.
2.	Police report: Filed at the time child was abandoned or relinquished
3.	All orphanage records (Intake Report, health records, child study, etc.)
4.	All communications letters written between orphanage, Ministry, and court
5.	Biological parents consent for adoption
6.	Consent for adoption by Ministry
7.	Consent for emigration (allowing child to leave country)
8.	Birth certificate letter from Ministry regarding “no original birth certificate”

<b>Proof of adoption finalization</b>	
1.	Adoption Order – court order of finalization
2.	Proof of presence in court at time of foster order or adoption finalization (passport stamps)
3.	Post-adoption birth certificate issued after adoption finalized listing you as parents
4.	Confirmation of adoption (all procedures were followed)

<b>Travel</b>	
1.	Written list of all dates of travel to child’s country from time of application to Ministry to present, with copies of passport entry/exit stamps

<b>APPLICABLE TO RELATIVE OR KNOWN PARENT ADOPTIONS ONLY</b>	
1.	Original birth certificate listing biological parent(s)
2.	Death certificate of biological parent(s) (copies of funeral bulletin, obituary, and/or church burial records if available)
3.	Biological parent(s) information and social history
4.	Proof of incapability of care is there is one surviving parent
5.	Child Medical /School Records that include name, birthdate, and name of biological parent

<b>Fees (Complete form on next page)</b>	
1.	List of all adoption related fees paid overseas (attorney, orphanage, Ministry, court, etc.)
2.	Receipts for adoption related fees paid overseas

**Adoptive family name:**

**Country:**

**Provide details below of any adoption fees/expenses paid in the child's country of origin.**

**If you had NO expenses or fees, please check this box . If this box is checked, the remainder of the form does NOT need to be completed.**

**If you had expenses or fees in the child's country of origin, please indicate if:**

**US CURRENCY OR**  **FOREIGN CURRENCY**

**And complete the remainder of the form below.**

**If more than one fee was paid in each category, please separate each payment below.**

Foreign Country Program Expenses: the expected total fees and estimated expenses for all adoption services that will be provided in the child's country of origin, including, but is not limited to, costs for personnel, administrative overhead, training, education, legal services, and communications, and any other costs related to providing adoption services in the child's country of origin;

**Foreign Country Attorney fee** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

**Ministry fee** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

**Court fee** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

Care of the Child: the expected total fees and estimated expenses charged to PAP(s) for the care of the child in the country of origin prior to finalization adoption, including, but not limited to, food, clothing, shelter, and medical care; foster care services; orphanage care; and any other services provided directly to the child;

**Fee paid to orphanage for care of child** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

Translation and Document Expenses: This category includes, but not limited to, costs for obtaining, translating, or copying records or documents required to complete the adoption, costs for the child's court documents, passport, adoption certificate and other documents related to the adoption, and costs for notarizations and certifications.

**Fees paid to obtain adoption documents, passport, etc.** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

**Translation fee** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

Contributions: any fixed contribution amount or percentage that the PAP(s) will be expected or required to make to child protection or child welfare service programs in the child's country of origin or in the United States, along with an explanation of the intended use of the contribution and the manner in which the transaction will be recorded and accounted for;

**Donation fee paid to orphanage** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

**Other fees paid in Foreign Country to complete the adoption** Receipt  Yes  No  N/A

If no receipts available, add dates of payments:

**Please send copies of ALL available receipts**