

**Document Checklist for Non-Hague Convention Adoption**

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

IR3 / IR4 (Please circle one for classification) Facilitator's Name & Tel in GZ: \_\_\_\_\_

CIS Filing Date (Receipt Date) (I-600A): \_\_\_\_\_ CIS Approval Date (Notice Date) (I-600A): \_\_\_\_\_

Adoption Registration Date: \_\_\_\_\_

**Parents' information:**

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

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

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

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

Departure date & time: \_\_\_\_\_ Transportation Information: \_\_\_\_\_

**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 (please submit in the following order):**

- |  |   |
|--|---|
| 1. _____ Receipts ( <i>customer &amp; Dept. of State copy</i> )  | 8. _____ Two full-faced visa photos of the child ( <i>with the child's Chinese name printed on the reverse and stapled to the front page of the copy of Adoption registration</i> ) |
| 2. _____ Child's passport  | 9. _____ Abandonment Certificate  |
| 3. _____ Copies of Child's Passport & Parents' Passports<br>( <i>IR-4: attach a photocopy of the non-traveling parent's passport</i> ) | 10. _____ Birth Certificate   |
| 4. _____ Online Immigrant Visa and Alien<br>Registration Application Confirmation ( <i>DS260</i> )                                     | 11. _____ I-604   |
| 5. _____ Medical Report  | 12. _____ I-600 ( <i>after the adoption is completed, parents must sign and write date; visas 38 case is not required</i> )   |
| 6. _____ Vaccination Affidavit ( <i>one parent must complete, sign and have signature notarized</i> )                                  | 13. _____ I-864W ( <i>for IR3 only</i> )  |
| 7. _____ Adoption Registration ( <i>original &amp; copy</i> )  |   |

**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.

**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, and financial resources, addition of children or adults to household)?  
No \_\_\_\_\_ Yes \_\_\_\_\_ (If 'Yes', please explain: \_\_\_\_\_)
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: \_\_\_\_\_)
5. I understand I will need to return to the Consulate to pick up my visa unless I give permission to a third party.  
\_\_\_ I will pick up the visa. OR \_\_\_ I give permission to my adoption agency's Chinese representative to pick up the visa.

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

**Consular Remarks:**

\*Doc. Checker: \_\_\_\_\_ \*Reviewing Officer (FP & Oath): \_\_\_\_\_ \*EVI: \_\_\_\_\_ \*Print Authorized: \_\_\_\_\_  
Medical EXP \_\_\_\_\_; \_\_\_ SSN: N, N, N (Rev. 10/23/2013)