

China Dossier Checklist

| Document | Notarize | State Certify/ (County Certify If Needed) | Authentication |
|--|----------|---|----------------|
| Application Letter | | | |
| Birth Certificate - Husband | N/A | | |
| Birth Certificate - Wife | N/A | | |
| Marriage License | N/A | | |
| Employment Verification- Husband | | | |
| Employment Verification - Wife | | | |
| Extra Employment Verification (if needed) | | | |
| Financial Statement (Net Worth equaling \$80,000 or above) | | | |
| Medical Form - Husband | | | |
| Medical Letter (if needed) - Husband | | | |
| Medical Form - Wife | | | |
| Medical Letter (if needed) - Wife | | | |
| Criminal Check - Husband | | | |
| Criminal Check - Wife | | | |
| Criminal Check for anyone in the home over the age of 18 | | | |
| Home Study and HS Agency License –should come to me from your agency with the reference letters attached | | | |
| Certified Agency 501c3 Status | | | |
| Case Management Agreement (only if AGCI did not do your home study) | | | |
| COPY of Immigration approval from NBC – I797C | | | |
| Psychologist Evaluation Letter-Husband | | | |
| Psychologist Evaluation Letter-Wife | | | |
| Reference Letters- should be given to your social worker | | | |

| Document | Complete |
|---|----------|
| Passport copy: Husband | |
| Passport copy: Wife | |
| 2x2 inch pass port pictures – 2 per parent | |
| Family Photos for Government (8 to 10) | |
| 3 Photocopies of the State Certified Dossier | |
| Review Fee Schedule for Fees due with Dossier | |
| Authentication Application for the Chinese Consulate-signed and dated | |
| Family Summary Sheet | |

Until all of these items are complete, your adoption process cannot begin and no items can be forwarded to China. This includes your pictures and International Fee. Your dossier should be submitted to AGCI all at the same time and in the order listed above.

Please do not send any portion of your dossier to AGCI until the above list is complete. Please sign this checklist and return it with your dossier.

Signature

Date