

## China Program Packet Action List

1. Please get physicals completed on the China Physical Exam forms. You will need two originals: one for the homestudy and one for the dossier. One original needs to be turned into Adoption Horizons now and the other needs to be held by you in your dossier folder for notarization at a later date (when it is time to complete your dossier).

2. Please get employment certification forms completed using the China format. You will need three originals: now for the homestudy, one now for your BCIS packet, and one for your dossier which will be notarized later on site with your employer.

3. If you have out-of-state marriage or birth certificates you must get certified copies from your state's vital records and then get them additionally certified by the Secretary of State of that state. Then they must be authenticated by the Chinese Consulate that has authority for that state.

**Note: You must do this immediately to allow for 5 or more weeks of processing, which if not completed could result in a delay of dossier submission.**

4. You must wait to notarize your dossier contents until you have completed your homestudy. This is due in part that your dossier cannot be submitted until you have BCIS approval (I-171H) - which cannot happen until after your homestudy has been submitted and you have completed your fingerprints for BCIS. You will not be fingerprinted by BCIS until they send you a notice of request, which will come after BCIS has reviewed your homestudy.

5. Also important: Your passport must not be expiring in six months or less at the time of referral. Before referral you must renew your passport allowing five weeks processing.

**Note: You must complete steps 1 – 3, or you may seriously delay your adoption process.**