



## INTERNATIONAL ADOPTIONS – HAITI

The International Adoption is being revised to reflect current policies and procedures and is temporarily unavailable ( [haitiusembassy.gov/adoption.html](http://haitiusembassy.gov/adoption.html) )

(Revised October 3, 2003)

DISCLAIMER: THE INFORMATION IN THIS CIRCULAR RELATING TO THE LEGAL REQUIREMENTS OF SPECIFIC FOREIGN COUNTRIES IS PROVIDED FOR GENERAL INFORMATION ONLY. QUESTIONS INVOLVING THE INTERPRETATION OF SPECIFIC FOREIGN LAWS SHOULD BE ADDRESSED TO FOREIGN ATTORNEYS.

### GENERAL INFORMATION

This circular seeks to explain the specific requirements of Haitian and United States laws *vis à vis* foreign adoptions and the issuance of IR3 and IR4 visas. U.S. citizens wishing to adopt a Haitian child should be aware that Haitian adoption law requires that an adoption take place in Haiti before the child leaves the country with an American visa (Article 126, “*Droit de la Famille*”, reprinted in 82 *Le Moniteur* 916 (November 24, 1983); “*Décret du 25 mars 1966 sur l’adoption*”, reprinted in 32 *Le Moniteur* 353 (April 18, 1974). As explained below, adoptions must be approved by Haiti’s courts and by the Haitian Ministry of Social Affairs “*Institut du Bien-Etre Social et de Recherches (IBESR)*”, the Haitian Government’s adoption investigatory agency, located at 18 Avenue des Marguerites, Port-au-Prince, Haïti.

### HAITIAN ADOPTION REQUIREMENTS

In order for a child to be eligible for adoption and emigration, he or she must meet the definition of an orphan according to U.S. law.

### **WHO IS AN “ORPHAN”, AND WHAT IS “UNCONDITIONAL ABANDONMENT”?**

Section 101(B)(1)(F) of the Immigration and Nationality Act (INA) is the legal provision under which Americans may bring children adopted overseas to the United States. The law states that (a) an eligible child must be under the age of sixteen at the time that the adopting parents file an immigrant visa petition on the child’s behalf; and (b) the child must not have 1) living parents or 2) have only one living parent who is incapable of providing for the child under local living standards; and (c) the child with two living

parents can meet the definition of an orphan only through the disappearance of, abandonment or desertion by, or separation or loss from, both parents.

Abandonment of a child must be unconditional. Agreeing to give a child up for adoption by a specific person does not constitute unconditional abandonment, since the parents are relinquishing custody with the understanding that the child will be cared for and adopted by a particular individual. The Board of Immigration Appeals of the BICE has ruled that a child with one surviving parent who has not been abandoned may qualify for orphan status only if the sole surviving parent is destitute by local standards or is otherwise physically or mentally unable to care for the child. This means that the child may not be classified as an orphan unless the sole or surviving parent cannot provide the child with the nourishment and shelter necessary for subsistence consistent with the local standards of the child's place of residence. The parent must also irrevocably release the child for emigration and adoption.

It is important to note that the Haitian courts and IBESR do not apply U.S. legal standards when classifying a child as an orphan or abandoned. Many children in "orphanages" in Haiti may not meet the standard of U.S. law to be eligible for adoption. Prospective adoptive parents should take care to investigate the status of the child prior to planning an adoption and require that the orphanage or adoption agent provide legal evidence that the child is in its custody and that the child is indeed abandoned or orphaned. Despite a successfully completed Haitian adoption, if further investigation finds that the child is not legally orphaned or abandoned, the child will not be eligible for a visa to immigrate to the United States.

We do advise prospective adoptive parents to consult with a Haitian attorney. It is also of utmost importance that prospective adoptive parents fully research any adoption agency or facilitator that they plan to use for adoption services. For U.S.-based agencies, the Embassy suggests contacting the Better Business Bureau and the licensing office of the Department of Health and Family Services. Keep in mind that material provided by the adoption agencies themselves may not provide complete information. Also included in this circular is the Haitian authority's list of approved orphanages in Haiti.

The child will receive an IR4 visa if the parent(s) has (have) not met the child or if the child must be readopted in the United States. Please check with the local BICE office to see if your state requires re-adoption. A child with an IR4 visa obtains citizenship when s/he is in the legal and physical custody of the adoptive parent(s). To apply for US citizenship, the parents of the child should contact the local BICE office after the child's arrival.

#### **HAITIAN ADOPTION AUTHORITY**

The Haitian courts issue adoption decrees and other legal documents, and the *Institut du Bien-Etre Social et de Recherches (IBESR)* provides authorization to adopt. The IBESR is also responsible for accrediting adoption agents and orphanages in Haiti.

Documentation from both the Haitian courts and from the IBESR is essential if you are planning to adopt a child in Haiti.

## **HAITIAN PASSPORTS**

Haiti's immigration authorities require Haitian passports for all Haitian children leaving the country.

## **AGE AND CIVIL STATUS**

Under Haitian law, a prospective adoptive parent must be older than age 35; for married couples, one prospective parent may be under age 35, provided the couple has been married for 10 years and has no children together. Pursuant to the terms of the United Nations Convention on Children, the Haitian Government may lower its age requirement.

Haitian law permits adoptions by single parents. Adoptions by married couples require the consent of both spouses. This restriction can be waived with permission from the Haitian president.

## **RESIDENCE REQUIREMENTS**

Haitian law does not require prospective parents to reside in Haiti. Haitian courts and/or the IBESR may require American prospective adoptive parents to travel to Haiti before the adoption is finalized.

## **ADOPTION AGENCIES AND ATTORNEYS**

Successful and speedier adoptions generally require the services of a Haitian attorney. (See list of orphanages recognized by the IBESR).

## **HAITIAN ADOPTION PROCEDURES**

Haitian law does not allow adoptive parents to take a child out of the country until that child first has been adopted in Haiti. Applications for guardianship for the purposes of taking children out of Haiti for adoption in another country are not permitted.

Adopting a child under Haitian law involves three steps. First, the prospective parents must obtain from the *Tribunal de Paix* (Justice of the Peace) having jurisdiction over the residence of the child the proper release (known as the "*Extrait des Minutes des Greffes*" from the surviving parent(s) or from whomever has legal custody of the child. Second, this legal document must be submitted to the IBESR, which will investigate, among other things, the medical and psychological well-being of the prospective parents and child. If the IBESR approves the adoption, it will issue a document known as the "*Autorisation*

*d'Adoption*". Note: only the IBESR office in Port-au-Prince can authorize an adoption; IBESR regional offices do not have this authority. Third, the adopting parents or their legal representative must present the authorization from the IBESR to the Tribunal Civil (Court) having jurisdiction over the residence of the child, and obtain from that court a Haitian legal document known as the "*Acte d'Adoption*", which serves as the official adoption decree.

### **TIME FRAME**

The adoption process can require an average of two to six months time. Adoption applications can take more than one year in certain cases. Once an adoption case has cleared BICE (formerly INS), the process of obtaining an immigrant visa for the United States can take from two days to a week, depending on circumstances. Travelers are therefore encouraged to plan accordingly, and to purchase open-ended return tickets whenever tenable.

### **TRAVELING TO HAITI**

There are several air carriers that service Port-au-Prince from the United States. American Airlines has daily flights from both Miami International Airport and New York's John F. Kennedy Airport. Air France has a daily flight from Miami, and in partnership with Delta Airlines, offers special adoption fares with open-ended tickets. Air France's departure time out of Port-au-Prince is also later in the day, allowing adopting parents to leave on the same day the visa is issued. Visa interviews take place at 7:30am from Monday through Friday at the US Consular Annex in Port-au-Prince. If all documentation is complete, parents then return to the Consular Annex on the same day between 2:00 and 3:00 p.m. to pick up the visa.

### **HAITIAN FEES**

Haiti's courts charge for judicial services, though fees are not fixed. Adopting parents should expect to pay varying court fees and expenses. The IBESR charges approximately \$170. The approximate cost to adopt a child in Haiti is \$3,000, exclusive of airfare. Note: Haitian and U.S. law prohibits any payments to the child's natural parent(s) or guardian by the prospective adoptive parents or their agents.

### **HAITIAN DOCUMENTARY REQUIREMENTS**

Prospective adoptive parents or their attorney should be prepared to present the following documents to the Haitian courts and/or the IBESR: the birth certificates of the adoptive parents; the child's birth certificate; the marriage certificate of the adoptive parents; and if the natural parents of the child are deceased, their death certificates. The IBESR also will require tax returns and police clearances from the prospective parents, as well as medical and psychological reports for the adopting parents and child. The Embassy will send prospective parents a list of the IBESR documentary requirements when the

Embassy receives from the BICE an approved Form I-600 or I-600A (these forms are discussed below).

## **AUTHENTICATION OF DOCUMENTS**

The Haitian courts and the IBESR require that documents be translated into French and authenticated by Haiti's consulates in the United States.

## **U.S. IMMIGRATION REQUIREMENTS**

As discussed above, Haitian law does not allow adoptive parents to take an orphaned child out of Haiti until that child first has been adopted in Haiti. Orphans adopted abroad who have been in the custody of the adoptive parents less than two years require an IR3 or IR4 immigrant visa to enter the United States. The difference between IR3 and IR4 visas is discussed below. Adopted children who have lived with their adopted parents for more than two years come under a different provision of law. You should discuss such cases with a BICE officer or a consular officer for guidance.

As a result of the Child Citizenship Act of October 2000, IR3 visa holders qualify for US citizenship automatically upon entering the United States as long as they are accompanied at the port of entry by at least one of the adoptive parents. IR3 visa holders who are accompanied to the US by an agent acting on behalf of the adoptive parents qualify for US citizenship at such time as the agent delivers the child to the adoptive parents. In order to be eligible for an IR3 immigrant visa, the following conditions must be satisfied:

1. One parent is a US citizen, either by birth or through naturalization;
2. The child is under 18 years old; and
3. The child lawfully enters the United States as a permanent resident while in the legal and physical custody of the US citizen parent who has adopted the child abroad; or in the physical custody of an agent with legal authority to act on the adoptive parent's behalf.

## **U.S. IMMIGRATION PROCEDURES (get started early!)**

Prospective adoptive parents should be aware that whether they identify a child prior to leaving the U.S. or locate a child on a trip to Haiti, certain time consuming procedures must be completed before an immigrant visa can be issued by the U.S. Embassy.

Prospective parents must file Form I-600A, the application for advance processing of orphan petition or Form I600 (adoption petition) with the Department of Homeland Security Bureau of Immigration and Customs Enforcement (formerly INS) district office having jurisdiction over their place of residence.

The Form I-600A (the application for advance processing of an orphan petition) is filed when the prospective adoptive parents have not yet identified a child for adoption. The Form I-600 (adoption petition) is filed if a specific child has been identified for adoption.

### **I-600a APPLICATION FOR ADVANCE PROCESSING OF ORPHAN PETITION**

Form I-600A is used when the prospective parents are seeking to adopt a child, but have not identified the child they want to adopt. Filing an I-600A form at an BICE office in the United States and receiving approval from an BICE officer in the U.S. prior to traveling to Haiti to visit orphanages is often a means of expediting the overall process.

When filing Form I-600A, the prospective parents must show that they have complied with the pre-adoption requirements of their home state. The BICE office (usually the district office in which Form I-600A was filed) must determine whether federal and state pre-adoption legal requirements have been met.

If the adopting parents have an approved I-600A application only, they will need to file form I-600 adoption petition at the BICE office in Port-au-Prince. Both adopting parents must sign this form; at least one parent must sign the form in front of the BICE officer. Note: there are no provisions in BICE regulations allowing the service to accept I-600 petitions signed by agents with powers of attorney. Consequently, even if an agent is physically accompanying the child to the U.S., the adoptive parents must sign the I-600 petition after the child has been identified.

### **FORM I-600 ADOPTION PETITION**

The Form I-600 is required in all cases involving an application to bring an abandoned or orphaned child to the United States. It may be filed at any BICE office in the United States.

If the adoptive parents, who may also be referred to as the “petitioner”, or “petitioners”, choose to file Form I-600 in Port-au-Prince, it must be preceded by a BICE-approved Form I-600A. Moreover, both adopting parents must sign Form I-600; at least one of the adopting parents must sign the petition in front of the BICE officer.

The I-600A and I-600 forms are usually accompanied by:

- a home study of the adopting parents by a recognized social agency in their state of residence;
- evidence of compliance with any state pre-adoption conditions’
- a fingerprint check by the BICE of the adopting parents;
- certified copies of the prospective adoptive parents’ birth certificates in the U.S. or other evidence of U.S. citizenship;
- a certified copy of the adoptive parents’ marriage certificate (if applicable);
- proof of termination of any previous marriages in the form of certified copies of death certificates or divorce decrees (if applicable).

Once the BICE branch office has approved the I-600A or I-600 petition, they will cable official notice of approval to the Consular Section of the Embassy. In response to the cabled notice of approval, the Consular Section will send prospective adoptive parents a letter acknowledging receipt of the cable and this Adoptions Brochure.

### **THE ROLE OF THE BICE OFFICE IN PORT-AU-PRINCE, HAITI**

The BICE office is located at #30 Rond Point, Port-au-Prince, and the phone number is (509) 223-6857. Appointments will be given Monday, Tuesday, Thursday and Friday, from 9:00 to 11:00.

The BICE office in Port-au-Prince is responsible for conducting all necessary interviews and investigations to determine that the adopted child meets the definition of an orphan as set forth in the INA. The BICE office in Port-au-Prince will complete a Report on Overseas Orphan Investigation (Form I-604) once it is satisfied that the child meets the statutory definition of an orphan at the time of adoption.

**The I-604 investigation process may be quite lengthy; in some cases additional proof that the child is related to the abandoning birth parent may be requested. It is recommended that, prior to their traveling; prospective parents have a representative in Haiti contact BICE for an appointment to begin the I-604 investigation.** Note that neither the BICE in Port-au-Prince nor the Consular Section of the Embassy can consider an application until the cabled official notice of approval is received by the Embassy.

The BICE office in Port-au-Prince may also accept and approve Form I-600 petitions when the I-600A has already been approved by the appropriate BICE branch office in the U.S.

All BICE responsibilities, including completion of the Report on Overseas Orphan Investigation (Form I-604) must be fulfilled before the Consular Section may consider any application for an immigrant visa for the child. Pursuant to the INA, consular officers can only issue an adoption visa if all U.S. immigration laws and regulations have been satisfied.

### **DOCUMENTS YOU SHOULD BRING TO THE BICE OFFICE IN PORT-AU-PRINCE**

1. The child's *Extrait de l'Acte de Naissance* (birth certificate) from the *Archives Nationales d'Haïti*.
2. An *Extrait des Minutes de Greffe* of the *Tribunal de Paix* having jurisdiction over the domicile of the child.
3. An *Autorisation d'Adoption* from the *Institut du Bien-Etre Social et de Recherches* indicating that the adoption conforms with the laws of Haiti. This issuance of an IBESR (IBESR), located at 18 Avenue des Marguerites in Port-au-Prince, tél. 509-



245-0271, attestation is predicated on the parents' satisfying IBESR's requirements, which are contained on a list which the U.S. Embassy will forward to all approved adoption petitioners. Certain IBESR requirements can be satisfied by elements of the petitioner's home study.

4. An *Acte d'Adoption* by the *Tribunal Civil* having jurisdiction over the domicile of the child.
5. English translations of all Haitian civil documents listed above.

### **SCHEDULING APPOINTMENTS WITH THE U.S. CONSULAR OFFICER**

Prospective parents should meet with the consular officer for an immigrant visa interview **only after concluding the BICE interview**. Interviews must be scheduled in advance by the prospective adoptive parents, and take place at 7:30am from Monday through Friday. The prospective parents and the child should report to American Citizen Services waiting area at the Consular Annex and explain at the window that they have come to process an adoption. The parents will then be directed to the cashier's booth to pay the required fees (\$335 beginning June 1, 2002).

At the interview, the consular officer must see the adopted child. If the documents are in order and the application is approved, a visa will be issued to the adopting parents or their representative generally on the same business day. Visas are handed out between 2:00 and 3:00 p.m. on regular business days. The Embassy cannot guarantee issuance of the visa in advance of the interview. The Consular Section recommends that adopting parents purchase open airline tickets to allow for unforeseen delays.

### **DOCUMENTS YOU SHOULD BRING TO THE CONSULAR ANNEX**

For an IR3 or IR4 immigrant visa the child will need:

1. A Haitian passport reflecting the child's legal name as shown on the *Acte d'Adoption*.
2. Three "immigrant visa" photographs, which show  $\frac{3}{4}$  of the child's facial features, including the right ear against a white background. The face of the child on the photo should measure approximately one inch from the chin to the top of the hair. Note: the U.S. Embassy cannot accept "passport" photographs, which only show a frontal image of the face.
3. A medical report, including vaccinations (unless a vaccination waiver is requested), from an Embassy approved panel physician. Note: the physician can perform the required medical examination only if the adopted child is in possession of a valid Haitian passport.
4. Form OF-230, the biographical data sheet for the child, completed by an adopting parent in the name of the adopted child. A copy of this form is included in the Embassy's mailing to prospective parents after the receipt of the cabled notice of approval. Additional copies are available at the U.S. Embassy in Haiti.
5. The Affidavit of Support (Form I-864), 1040s and W-2s for the past three years, and evidence of current employment, such as a letter of employment or check stubs. Part



864A of the Affidavit of Support, part I-864A, must be signed by both parents as indicated.

6. The child's *Extrait de l'Acte de Naissance* (birth certificate) from the *Archives Nationales*.
7. An *Extrait des Minutes de Greffe* of the *Tribunal de Paix* having jurisdiction over the domicile of the child.
8. An *Autorisation d'Adoption* from the *Institut du Bien-Etre Social et de Recherches (IBESR)*, located at 18 Avenue des Marguerites in Port-au-Prince, indicating that the adoption conforms with the laws of Haiti. This issuance of an IBESR attestation is predicated on the parents satisfying IBESR's requirements, which are contained on a list which the U.S. Embassy will forward to all approved adoption petitioners. Certain IBESR requirements can be satisfied by elements of the petitioner's home study.
9. An *Acte d'Adoption* by the *Tribunal Civil* having jurisdiction over the domicile of the child.
10. The approved Report on Overseas Orphan Investigation (I-604). Adopting parents should ensure that BICE-Port-au-Prince has forwarded this document along with approved I-600, if filed locally, to the U.S. Embassy Consular Annex in advance of their appointment with the consular officer.

**Note:** To obtain Form I-604 from the BICE, the adopting parents must show proof that the child is an "orphan" as defined under the Immigration and Nationality Act. To do so, the adopting parents or their agent must demonstrate that either (1) the child has no parents due to the death or disappearance of, abandonment or desertion by, or separation from, or loss of both parents, or (2) the sole surviving parent is unable to provide proper care for the child and, in writing, has irrevocably released the child for adoption and immigration.

11. If the adopting parents have an approved I-600A application only, they will need to file Form I-600 with BICE Office in Port-au-Prince and bring the approved form to the Consular Section at the time of the interview.
12. For **IR3** visas, prospective adoptive parents must show evidence that both adoptive parents, if the petitioners are a married couple, have personally observed the child prior to the issuance of the visa. For **IR4** visas, prospective adoptive parents must provide a written, notarized statement attesting that they intend to re-adopt the child according to the laws of their U.S. state of residence. An additional statement must be provided from their state's Bureau of Health and Family Services (or equivalent body) to the effect that all pre-adoption requirements have been satisfied (this usually exists as part of the home study).

**Note:** Since Haitian law requires that all adoptions be completed in Haiti before a child may depart the country, the distinction between the IR3 and IR4 category of visas is based on whether both parents have met the child prior to the issuance of the visa and, thus, whether the child must be re-adopted in the parents' state of residence to comply with U.S. law. IR3 visas are issued when both parents have completed all requirements for adoption in both the U.S. and Haiti. IR4 visas are issued in cases

where the child must be re-adopted in the U.S. Ir4 visas require that either: (a) the I-600A be filed and approved by the BIC branch office in the U.S. and one parent travel to Haiti to file the I-600 with the BICE in Port-au-Prince and complete the process at the BICE and Consular Section of the Embassy, or, (b) the I-600A and I-600 be filed at an BICE branch office in the U.S. and a representative with power of attorney for both parents complete the process in Haiti at the BICE and the Consular Section of the Embassy. In case (a), the parent remaining at home must sign the I-600 in advance.

13. Sufficient funds to satisfy all applicable fees. The U.S. Embassy Consular Section cashier is not authorized to accept checks or credit cards.

## **FEES**

**I-600 and I-600A fees:** Effective April 8, 2005, \$525 is required to file an I-600 or I-600A petition. This fee is usually paid to the BICE office in the U.S. where the I-600 or I-600A is filed. If you have a valid I-600A and file an I-600 within eighteen months of the approval of the I-600A, no fee will be charged for the I-600 provided you are only petitioning for one child or for siblings. If you are petitioning for more than one child and the children are not siblings, the I-600 fee will be charged.

**U.S. State Department authentication fee:** If you are having documents authenticated by a U.S. consular officer, there is a fee of \$30.00 per document.

**Medical Examination:** The adopted child must have a medical examination performed by one of the U.S. Embassy's panel physicians before the immigrant visa can be issued. The adoptive parents must pay the cost of this medical examination. The fee is \$20.00 for children 0-14, plus additional costs for vaccinations. Note that the vaccinations may be waived for completion in the United States.

**U.S. Immigrant Visa Fee:** Effective June 1, 2002, the fee for the immigrant visa is \$335.00, and may be paid either in U.S. dollars or local currency. This \$335 fee does not include medical examinations, costs of documents, the petition, etc.

## **ADDITIONAL INFORMATION**

Prospective adopting parents should consult BICE publication No.M-249, "The Immigration of Adopted and Prospective Adoptive Children" and the Department of State information flyer entitled "International Adoptions".

### **AMERICAN EMBASSY ASSISTANCE**

Upon arrival in Haiti to try to arrange an adoption, U.S. citizens should register at the U.S. Embassy's American Citizen Services (ACS) Unit. The ACS Unit can provide information about any outstanding travel advisories and lists of physicians, attorneys, interpreters and translators.

The ACS Unit is located in the Consular Section at 104 Rue Oswald Durand, Port-au-Prince, Haiti. Telephone: 011-509-223-6440; fax: 011-509-223-9665.

**QUESTIONS:** Specific questions regarding adoptions in Haiti may be addressed to the Consular Section of the U.S. Embassy. You may also contact the Office of Children's Issues, U.S. Department of State, Room 4800 N.S., 2201 C Street, N.W., Washington, D.C. 20520-4818; telephone (202) 736 70000 with specific adoption questions.

## **24 HOUR INFORMATION SOURCES**

### **Telephone:**

- Office of Children's Issues – Recorded information regarding changes in adoption procedures and general information: (202) 736 7000.
- State Department Visa Office – Recorded information concerning immigrant visas for adoptive children: (202) 663 1225.
- Immigration and Naturalization Service – Recorded information for requesting immigrant visa application forms: 1-800-870-FORM (3676).

### **Automated Fax:**

- From the telephone on your fax machine, call (202) 647 3000 for the full text of the office's international adoption information flyer, International Adoptions.

### **Internet:**

- The Consular Affairs web site, at <http://travel.state.gov>, contains international adoption information flyers and the "International Adoptions" circular. You can also look for more information on [usembassy.state.gov/Haiti](http://usembassy.state.gov/Haiti).

### **Other Information:**

- Consular Information Sheets – Published by the State Department and available for every country in the world, providing information such as the location of the U.S. Embassy, health conditions, political situations, and crime reports. The information is available 24 hours a day by calling the State Department's Office of Overseas Citizens Services at (202) 647 5225. The recordings are updated as new information becomes available, and are also accessible through the automated fax machine and the Internet web site, as above.

## **HAITIAN LEGAL REQUIREMENTS ADOPTION CHECKLIST**

The following is a list of documents required by the Institut du Bien-Etre Social et de Recherches (IBESR), the Haitian Government agency which investigates and approves adoptions in Haiti.

### **FOR THE CHILD BEING ADOPTED**

- a) Six (6) identity photos
- b) A Haitian legal document called “Certificate of Abandonment” for biological mother and father (if known)
- c) The child’s birth certificate
- d) The natural parent(s) death certificate(s), if applicable
- e) The child’s “social history”, which is a statement prepared by a social worker appointed by IBESR, stating how the child became an abandoned child
- f) A psychological evaluation of the child
- g) The natural parents’ relinquishment of parental rights. If the parents are deceased, the surviving relatives or legal guardian must issue this document
- h) A complete medical report which includes tests for tuberculosis, HIV and sickle cell anemia.

Contact: U.S. Embassy Port-au-Prince  
Consular Section  
104, rue Oswald Durand  
Port-au-Prince, Haïti  
Tél.: 011 509 229 5001  
Fax: 011 509 223 9665  
Email: [papcons@state.gov](mailto:papcons@state.gov)

### **FOR THE ADOPTING PARENTS**

- 1) Home study
- 2) Psychological Evaluation
- 3) Husband’s Birth Certificate
- 4) Wife’s Birth Certificate
- 5) Marriage Certificate
- 6) Wife’s Medical Clearance
- 7) Husband’s Medical Clearance
- 8) Doctor’s letter of recommendation. (The report is essentially a recommendation by the physician stating that this person is in good physical and mental health, free from communicable diseases and appropriate for parenting).
- 9) Wife’s Police Clearance
- 10) Husband’s Police Clearance
- 11) Deed to home
- 12) Reference from bank
- 13) Husband’s employment
- 14) Wife’s employment

- 15) Letter of application to Haiti (letter of intent to adopt should include the child's name even if the person being adopted is not known).
- 16) Certification of Accuracy of translation
- 17) Form I-600 Application for advance processing of orphan petition
- 18) Power of Attorney
- 19) Reference letter #1
- 20) Reference letter #2
- 21) Affidavit of support and tax returns
- 22) Six (6) photographs (passport size) of each parent

N.B.- Each document must be translated into French before it goes to the Embassy.