

**Important Information for all Applicants:**

**If you, or any adult member of your household, have had any interaction with the legal system in the past, even if you believe the record was sealed or expunged, please read these instructions carefully!**

As part of your CIS (Citizenship & Immigration Services) or domestic adoption approval process, you will be required to divulge all prior arrests. Post 9/11, government agencies have increased access to criminal histories and it is essential that you provide the proper documentation related to all past incidents. Failure to disclose a past arrest can result in automatic denial of your I-600A/I-800A application.

If the aforementioned applies to you, you will be required to adhere to the following:

**1. You must secure and submit the original or a certified copy of all court disposition(s)** related to any interactions you have had with the legal system. If you are unable to obtain a certified or original copy of your court disposition(s), you may provide original letter(s) directly from the court stating that there is no record of the incident (or stating that said record has been destroyed). Any documentation provided by the court must include a raised seal as proof of authenticity. A police clearance or and/or police record will not suffice.

At times, it can be challenging to obtain the proper documentation from the court, so it is recommended that you request more than one copy of the disposition (you may need it again later in your adoption process)

**2. You must also write a letter explaining the circumstances for all arrests, even those that did not result in a conviction.** This letter should be very brief, preferably no longer than one-half to one page. It should state:

- The date of the arrest
- The circumstances under which the incident occurred
- The outcome (dropped charges, community service, etc.)
- Any extenuating circumstances
- A statement of remorse

Your letter **MUST** include the following statement (just prior to your signature):

**“I (name) attest that the proceeding information is true and exact under the penalty of perjury.”**

Your letter must be original and include your original signature and date. It might be helpful to sign the letter in blue ink so there is no doubt that it is original.

**Applicants to the Domestic Program only** must also comply with these requirements (pertinent document will be kept on file at Wide Horizons For Children rather than sent to CIS).

**PLEASE NOTE: Arrest records should NOT be sent directly to CIS-Wide Horizons must send them to CIS as part of your Home Study.**

ALL correspondence regarding arrests should be directed to:

**Wide Horizons For Children, Inc. • 375 Totten Pond Road, Suite 400 • Waltham, MA 02451  
Attention: CIS Coordinator • 781.894.5330**