

PLEASE READ if you are adopting from **KOREA, or any Non-Hague Country.**

Attached you will find instructions for filing your initial application with U.S. Citizenship & Immigration Services (CIS), entitled “**I-600A: Application for Advance Process of Orphan Petition.**” The following instructions *only* apply to families adopting from a country that is not party to the Hague Convention. You do not need to submit your I-600A application until your Home Study is in its final stage; however Wide Horizons recommends that you begin gathering the necessary documents now.

PLEASE READ AND SAVE THESE INSTRUCTIONS!

Do not rely on the instructions listed on the U.S. CIS website, as some of the information might be outdated.

If you are not adopting from one of the countries listed above, STOP—these instructions do not apply (additional CIS instructions applicable for Hague compliant countries have been provided in this packet).

Please be aware, these instructions only apply to full-service adoptions through Wide Horizons For Children. If you are using another agency for placement (pursuing a ‘parent initiated’ adoption), you must contact that agency to determine which CIS application you will need to file.

For ALL questions regarding the I600A:

Please contact your Adoption Coordinator

**FILING PROCEDURES FOR IMMIGRATION:
I-600A Applications**

Please read these instructions thoroughly.

In order to adopt a child internationally, a series of applications must be filed with U.S. CIS. The initial application, I-600A, allows prospective adoptive parents to bring a foreign-born child into the United States for the purpose of adoption. I-600A approvals offer general permission and are not tied to a specific child.

Please be advised that your I-600A approval is only valid for 18 months and fingerprints are valid for 15 months and you will need to file additional Immigration documents to renew them later in the process.

Once a child has been identified, a more specific application will be required. This is referred to as the I-600 application. Further instructions regarding the I-600 will be provided by WHFC once you have accepted the referral of a child.

To begin the process:

You may obtain the form, free of charge, by either calling **(800) 870-FORM (3676)** or by visiting the CIS website: <http://www.uscis.gov/forms>

Request the following form:

I-600A – “Application for Advance Processing Of Orphan Petition”

Please note: For married couples, you only need to complete one I-600A per family, with one spouse being designated as the primary petitioner. Details of how to determine the primary petitioner are included later in this packet.

How the I-600A application process works:

- Applicants submit a completed I-600A application packet to:

**Wide Horizons For Children, Inc.
ATTN: Anne Hill, Adoption Coordinator
375 Totten Pond Road, Suite 100
Waltham, MA 02451**

- Your Adoption Coordinator will then review your application, attach a copy of your official home study report, and send the complete packet to U.S. Citizenship & Immigration Services on your behalf.
- All applications are reviewed and processed at the National Benefits Center (NBC), the centralized adoption unit within CIS.
- As part of the application review process, all adult members of your household will be required to have their fingerprints taken and processed through the FBI:
 - Applicants will receive an appointment letter directly from the NBC listing each person to be fingerprinted.
 - The specific date, time, and location will be indicated in this appointment letter. Each person must have the letter of appointment (or a copy) with them. If the person having prints taken is not the primary petitioner or spouse, he/she should tell the person taking prints the name of the primary petitioner with whom they live so that their prints are filed with the correct applicant(s).
 - Wide Horizons strongly encourages you to keep the appointment CIS has set for you. Under extreme circumstances, you can request a new appointment (directions on how to do this will be provided with your appointment letter)
 - CIS requests that children under the age of 18 do not accompany you to this appointment.

DOCUMENTS REQUIRED TO FILE THE I-600A:

You will need to submit the following with your I-600A application:

- Fee (details below)
- Statements of Authorization (samples included below)
- Photocopy of Birth Certificate(s) for adoptive applicant (s) only OR photocopy of unexpired US Passport
- Photocopy of Marriage certificate (if applicable)
- Photocopy of Divorce decree(s) for each spouse (if applicable)
- Photocopy of Death certificate(s) for former spouse(s) (if applicable)
- Original arrest documents (if applicable) – see information provided in the Wide Horizons packet B instructions
- Supplement 1 forms for any adults **other** than the primary applicants that are 18 years or older living in the home that will require fingerprinting.

- **Fee: USCIS accepts credit card payments. The credit card authorization form, (G-1450), can be downloaded here: <https://www.uscis.gov/g-1450>. Complete and attach to your I600A application. USCIS will destroy this form immediately after processing payment.**

OR

- A check made payable to U. S. Department of Homeland Security (CIS will accept personal checks)

-Current fee amounts are:

\$775 – application fee

\$85 – per person for fingerprinting (adults in the home over 18)

-One check for the total amount is acceptable. All adults living in the home, who will be 18 years or older at the time the I-600A is approved, must be fingerprinted.

- **Statements of Authorization to Release to CIS :** (please copy these statements into a Word document or neatly handwrite)
 1. I, _____, primary petitioner for the enclosed I-600A, allow our home study/adoption agency to discuss my case with an immigration or Consular official. (sign and date – only primary petitioner needs to sign)
 2. I, _____, primary petitioner for the enclosed I-600A, hereby certify that the enclosed certificates and documents are true and exact copies of the originals. I

agree to provide originals of same for your inspection. (sign and date – only primary petitioner needs to sign)

3. I/we, _____, authorize the National Benefits Center to send all correspondence about our case (i.e. Requests for Evidence & approvals) to our CIS Coordinator at Wide Horizons For Children, Inc. (sign and date – both the primary and any secondary petitioner need to sign)

These must have your original signature and date. These may be on the same sheet of paper.

Note Regarding All Forms:

- Certificates should be the civil record from the town in which the birth, marriage, etc. was registered. Marriage certificates filled out by the person who performed the ceremony are not acceptable. Birth certificates filled out by the hospital are also not acceptable.
- Foreign documents must be translated into English
- We recommend that copies of documents are sent, with the exception of arrest documents which must be original
- None of these documents need to be notarized
- Birth certificates that include your parents' names. If you cannot obtain a birth certificate, you may submit a photocopy of your unexpired U.S. passport as evidence of birth or certificate of naturalization as evidence of birth.
- If you have changed your name legally, submit a court record as documentation of that change (if your last name has changed due to marriage, your marriage certificate will serve as proof of your legal name change). Please be aware that if you use a name different than the name on your birth certificate, for example you fill out documents using your middle name as your first name, but never legally changed your name, CIS might request that you clarify the discrepancy in your paperwork. Clarification may require filling out a new application or legally changing your name.
- Copies of U.S. citizenship papers are **required** if the primary petitioner or spouse is a naturalized citizen. If spouse is not a U.S. citizen, include a copy of the front and back of his/her permanent resident card.
- Marriage Certificate: Note: If you had a marriage annulled and your new marriage certificate does not include the annulled marriage in the amount of times you have been married, CIS might request an amended copy.
- Divorce Decree(s) must be the final divorce decree indicating the date the divorce **became** (not becomes) final.

- If you have had a history with DSS, domestic violence or a substance abuse problem (even if you were never arrested), CIS may require additional documentation to support “appropriate rehabilitation.” If this applies to you please speak to your social worker.

**INSTRUCTIONS FOR COMPLETING THE I-600A APPLICATION:
(Korea)**

The “Primary Petitioner” must be:

1. A U.S. citizen
- Part 1. Information about you – please complete
 - Part 2. Information about your home study preparer and adoption service provider
 - Question 1 – check box “A”
 - Question 2 – check box “B”
 - Question 3A. Wide Horizons For Children, Inc.
 - Question 3B. Point of Contact at agency is Anne Hill, Adoption Coordinator, 375 Totten Pond Road, Suite 100, Waltham, MA 02451.
 - Daytime Phone – 781-419-0358, FAX- 781-899-276, EMAIL – ahill@whfc.org
 - Part 3. General Information
 - Question 1 – yes
 - Question 2A – unknown and unknown
 - Question 2B – City – Seoul, Province – leave blank, Country – South Korea
 - Question 3 – yes
 - Question 4 – pre-adopt requirements have been met in the state of “ “. See enclosed homestudy.”
 - Question 5 – South Korea
 - Question 6A – leave blank
 - Question 6B – Seoul, South Korea
 - Question 7 - answer yes or no. Your answer must match the child recommendation you have been approved for in your home study.
 - Part 4. Accommodations for Individuals with Disabilities or Impairments
 - Question 1 – no
 - Proceed to part 5
 - Part 5.
 - Question 1.A. check box and proceed to next page, (page 8).

Primary petitioner will acknowledge, sign and date on this page and provide Contact info.

- Part 6. Applicant's Duty of Disclosure – primary applicant signs and dates
- Part 7. Spouse completes – continues to page 10. Complete as primary petitioner did.
- Pages 11 and 12. Leave blank but please submit with completed application

NOTICE OF FAVORABLE DETERMINATION:

(may also be referred to as an I-600A approval, I-171H, and/or I-797C)

Once your complete I-600A application (including the home study) has been reviewed and approved by CIS, and your fingerprints have been processed by the FBI, your I-600A approval will be issued. CIS will send you an approval notice, entitled "Notice of Favorable Determination." **U.S. CIS will not notify Wide Horizons of your approval, so it is imperative that you send your Adoption Coordinator a copy upon receipt.**

Your approval will also be sent to the National Visa Center (NVC) located in Portsmouth, NH. The National Visa Center will then cable your approval to the appropriate embassy/consulate in the country from which you are adopting. Once you receive your Favorable Determination, please make sure all of the information listed is correct. If an error has been made on your approval, please contact your Adoption Coordinator immediately for further instructions.

In an effort to improve efficiency, CIS has recently changed the way in which they process I-600A applications. It is therefore extremely difficult to predict an accurate timeline for the approval process. If you have specific questions or concerns regarding the timing of your application, please contact your Adoption Coordinator.

I-600A applications for those applicants born outside of the United States (including other adults that may be living in the applicant's home) and applicants with arrest histories, may take longer than average to be approved. In these cases CIS is required to do additional background checks which happen independently (outside of their office) and thus are out of their control. These delays are typically not significant.

Upon receipt of your approval, it is important to make note of the expiration date.

I-600A approvals are valid for 18 months, and fingerprints are valid for 15 months. Wide Horizons typically contacts prospective adoptive applicants 3-4 months prior to their I-600A expiration date. Though Wide Horizons will certainly be available for guidance throughout the update process, it is ultimately the responsibility of applicants to keep their CIS approval valid. All correspondence regarding CIS updates will be via e-mail. Please be sure that we have your correct e-mail address on file.

All questions regarding the USCIS I600A process should be directed to:

Anne Hill, Adoption Coordinator

ahill@whfc.org

718-419-0358