

# DOSSIER CHECK LIST - Ethiopia

**DOCUMENTS REQUIRED FOR ADOPTION IN ETHIOPIA:** These documents must be originals. Your adoption coordinator will help you through this process.

- **Adoption Approval/Affidavit**– Agency will provide one NOTARIZED and CERTIFIED original signed by Agency Director.
- **Adoption Petition**– one NOTARIZED and CERTIFIED Adoption Petition/Family Letter to the Ethiopian government.
- **Birth Certificates** – one Certified Birth Certificate for each parent.
- **Marriage Certificate** – one Certified Marriage Certificate, if applicable.
- **Divorce Decree** – one Certified Divorce Decree, if applicable.
- **Order of Name Change** –one Certified Order of Name Change, if applicable.
- **Homestudy** – NOTARIZED and CERTIFIED Home study with social worker’s and Agency’s license.
- **International Placement Agency License** – one NOTARIZED and CERTIFIED license
- **Criminal Clearance Report** – one NOTARIZED and CERTIFIED report from local, state or federal police authority for each parent.
- **Employment Verification** – one NOTARIZED and CERTIFIED letter for each parent. Statement must be on letterhead that states that you are employed, your position and your salary.
- **Medical Letter** – one NOTARIZED and CERTIFIED Physical Exam Letter for each parent.
- **Bank/Financial Letter** – one NOTARIZED and CERTIFIED statement from your bank. Statement must be on bank letterhead.
- **1040 Tax Returns**– one NOTARIZED and CERTIFIED photocopy of the top page of EACH of your last three (3) years of your 1040 Tax Form.
- **Proof of Medical Insurance** – one NOTARIZED and CERTIFIED copy of proof of medical insurance for each parent and for the child/children being adopted.
- **Proof of Medical Coverage for Adopted Child** – one NOTARIZED and CERTIFIED copy of proof of medical insurance coverage for the child/children being adopted
- **Reference Letters** – three (3) NOTARIZED and CERTIFIED reference letters from three (3) different people (non-relatives) using your legal name.
- **Power of Attorney** – three (3) NOTARIZED and CERTIFIED copies.
- **Post Adoption Agreement** – Print two forms. Sign one and keep. Sign and return the other one to IAN. Both need to be NOTARIZED and CERTIFIED.
- **Passport Photos** – Eight (8) passport size photos of each adopting parent
- **I-600 Petition** – One for each child. Complete the front, sign the back, but DO NOT DATE.