

# Instructions for Form I-800A, Application for Determination of Suitability to Adopt a Child from a Convention Country

## Instructions

Read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet of paper. Write your name and USCIS Account Number, if known, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

### What Is the Purpose of This Form?

The Hague Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption (the Convention) entered into force with respect to the United States on April 1, 2008. The Convention strengthens protections for children, birth parents, and prospective adoptive parent(s), and establishes internationally agreed upon rules and procedures for adoptions between countries that have a treaty relationship under the Convention (Convention countries). It ultimately provides a framework for member countries to work together to ensure that children are provided with permanent, loving homes, that adoptions take place in the best interests of a child, and that the abduction, sale, or traffic in children is prevented.

A Convention country is defined as a country that is a party to the Convention and with which the Convention is in force with respect to the United States. To obtain a current listing of Convention countries, visit the U.S. Department of State Web site at [www.travel.state.gov](http://www.travel.state.gov). Additional information on intercountry adoptions can be found on the USCIS Internet Web site at [www.uscis.gov](http://www.uscis.gov).

Use Form I-800A, Application for Determination of Suitability to Adopt a Child from a Convention Country, to initiate the immigration process if you intend to adopt a child who habitually resides in a Convention country. Form I-800A and supporting evidence are required for USCIS to determine your eligibility and suitability to adopt a Convention child.

### When Should I Use Form I-800A?

You should use Form I-800A if you are a U.S. citizen who habitually resides in the United States and you intend to adopt a child who is a habitual resident of a Convention country. See "**Who May File This Form I-800A?**" of these instructions for more information on who may submit this application.

**NOTE: Do not use this form if you intend to adopt a child from a country other than a Convention country.** See the instructions provided on Form I-600A, Application for Advance Processing of Orphan Petition, and Form I-600, Petition to Classify Orphan as an Immediate Relative, for additional information.

If you filed Form I-600A and/or Form I-600 prior to April 1, 2008, and you intend to adopt a child from a Convention country, you may continue to have your case processed according to governing regulations for eligibility as an orphan. **Do not use** Form I-800A if you wish to continue your case under the provisions of existing orphan regulations.

### CAUTION:

Do not accept any adoption placement before USCIS has approved Form I-800A. You must also refrain from any contact with the parent(s), legal custodian(s), or other individual or entity responsible for the care of a child who may be eligible for intercountry adoption until the contact is permissible under Article 29 of the Convention.

Once the Central Authority of the child's Convention country has proposed an adoption placement, and you have accepted it, you must file Form I-800, Petition to Classify Convention Adoptee as an Immediate Relative, before you adopt or obtain custody of the child. You may not file Form I-800 until the Form I-800A has been approved.

Do not adopt or obtain custody of the child until **after**:

1. USCIS has approved Form I-800A; **and**
2. You have obtained provisional approval of Form I-800, Petition to Classify Convention Adoptee as an Immediate Relative; **and**
3. The U.S. Department of State has provided to the Central Authority of the child's country of origin the notice, under Article 5 of the Convention, that the adoption or custody proceeding may be completed.

**NOTE:** Central Authority means the entity designated as such by a Convention country under Article 6(1) of the Convention. In the United States, the U.S. Department of State is the Central Authority. Central Authority also means an individual who, or entity that, is performing a Central Authority function, having been authorized to do so by the designate Central Authority, in accordance with the Convention and the law of the Central Authority's country.

### Who May File Form I-800A?

You may file this application if you are a U.S. citizen who habitually resides in the United States. You are a habitual resident of the United States if:

1. You are domiciled in the United States; **or**
2. You are domiciled in the United States, even if temporarily living outside the United States; **or**
3. You are not currently domiciled in the United States, but you will establish a domicile in the United States on or before the date of the child's admission to the United States for permanent residence as a Convention adoptee; **or**
4. You are domiciled abroad, but you intend, after you complete the child's adoption abroad, to bring the child to the United States before the child's 18th birthday, so that the child may obtain naturalization as a U.S. citizen.

#### And:

5. You are unmarried and at least 24 years of age; **or**
6. You are married and you and your spouse will both adopt a child based on the approval of Form I-800A; **and**
7. If you are married, your spouse is either a U.S. citizen, a non-citizen U.S. national, or an alien who, if living in the United States, holds a lawful status under U.S. immigration law. If your spouse is not a U.S. citizen or national and is in the United States in a lawful status other than the status of an alien lawfully admitted for permanent residence, such status will be a factor in determining whether your family situation is sufficiently stable to support a finding that you and your spouse are suitable as the adoptive parents of a child from a Convention country.

### Who May Not File Form I-800A?

You may **not** file Form I-800A if:

1. You and your spouse are a married couple but neither of you is a U.S. citizen;

2. You are an unmarried individual who is not a U.S. citizen;
3. You are a U.S. citizen who is still legally married but separated from your spouse, unless your spouse will join in the adoption and filing of this application and subsequent Form I-800; **or**
4. You intend to adopt a child from a country other than a Convention country.

### Role of Service Provider

#### Adoption Service Provider

An individual or entity must be authorized under 22 Code of Federal Regulations (CFR) Part 96 to provide adoption services in connection with a Convention adoption. You should specifically ask any adoption service provider whether they are authorized under 22 CFR Part 96 to provide adoption services in connection with Convention adoptions before engaging the services of that provider.

#### Legal Services

Only an individual who is licensed in the United States as an attorney, or who is otherwise permitted under 8 CFR Part 292 to practice before USCIS, may give you legal advice concerning your Form I-800A, or provide any other legal services concerning your Form I-800A. You should specifically ask anyone providing you with legal advice if they are licensed or otherwise permitted by regulation to provide you with legal advice pertaining to immigration processes.

### General Instructions

#### Step 1. Fill Out Form I-800A

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the part and the number of the item, and date and sign each sheet. In addition, write your name and USCIS Account Number, if known, at the top of each sheet of paper.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "None."

This form is divided into **Parts 1** through **5** as well as three supplements. **Form I-800A, Supplement 1**, must be completed if there are additional adult members of the household residing with you. **Form I-800A, Supplement 2**,

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must be completed if you wish to give written consent for USCIS to disclose information about your case to your adoption service provider. **Form I-800A, Supplement 3**, must be completed if you are requesting that some type of action be taken on an approved Form I-800A (extension, change, etc.) and you have not yet filed Form I-800.

The following information will help you fill out the form.

## Part 1. Information About You

**Number 1** - Provide the requested information about you.

**Family Name** (Last Name) - Use your legal name. If you have two last names, include both and use a hyphen (-) between the names, if appropriate.

**Other Names Used** - Give any other names used or by which you have been known. Include maiden names, aliases, etc.

**USCIS Account #** - This is a unique USCIS Account Number for customers filing applications for an intercountry adoption. Provide your USCIS Account Number if you have already been assigned one. If this is your first time submitting an application for an intercountry adoption with USCIS, and you have not been assigned one or do not know your USCIS Account Number, you are not required to provide one, and this will not this adversely affect the processing of your application.

**NOTE:** If you have previously filed an application with USCIS for an intercountry adoption under the Hague Convention, you and your spouse (if married) should have been assigned separate USCIS Account Numbers. If this applies to you, USCIS would have notified you of any assigned USCIS Account Numbers that exist.

**Social Security #** (*if any*) - Provide your Social Security Number.

**Date of Birth** - Use eight numbers to show your date of birth. (Example: May 1, 1979, must be written 05/01/1979.)

**Place of Birth** - Give the name of the place where you were born. Include the city, State or province, and country.

**Home Address** - Give your physical street address where you actually reside. This must include a street number and name or a rural route number. Do not put a post office box (P.O. Box) number here.

**Mailing Address** - Give your mailing address if different from your home address. Include province and postal code, if applicable.

**Numbers 2 through 9** - Provide the requested information. Provide additional information on a separate sheet of paper if necessary.

**Number 10** - You must answer each question. If the answer is "Yes" to any of the questions, you must provide a certified copy of the documentation showing the final disposition of each incident which resulted in arrest, indictment, conviction, and/or any other judicial or administrative action. You must also provide a written statement giving details, including any mitigating circumstances, about each arrest, signed under penalty of perjury under U.S. law.

The written statement must show the date of each incident; place incident occurred (city/town, State/province, country); name of police department or other law enforcement administration or other entity involved; and date of incarceration and name of facility, if applicable. Also provide a description of any type of counseling, rehabilitation, or other information that you would like to be considered. (See **Page 7** of these instructions for information concerning your duty to disclose information.)

## Part 2. Information About Your Spouse

**Numbers 1 through 7** - Provide the requested information. Where required, provide additional information on a separate sheet of paper.

**Number 8** - You must answer each question. If the answer is "Yes" to any of the questions, follow the instructions provided in **Part 1, Number 10**.

## Part 3. General Information

**Numbers 1 through 8** - Give all requested information. Failure to provide the requested information may cause a delay in processing your application, or may result in a denial of your application.

## Part 4. Certification and Signature of You, the Prospective Adoptive Parent(s)

"**Your Signature**" block of Form I-800A must be executed by you, the applicant. If married, your spouse must execute the "**Signature of Spouse**" block. Failure to do so will result in the rejection of Form I-800A.

**NOTE:** One spouse cannot sign for the other, even under a power of attorney or similar agency arrangement.

## Part 5. Signature of Person Preparing Form, if Other Than Applicant

1. If you did not complete Form I-800A, the preparer who

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filled out the application must also sign, date, and give his or her address.

2. If the preparer is a business or organization, its name must be included on the application.

### **Form I-800A, Supplement 1, Listing of Adult Member of the Household**

If there are any additional adult members residing in your household other than you and your spouse (if married), **Form I-800A, Supplement 1, Listing of Adult Member of the Household, must be completed** for each of the adult members in your household. For purposes of this supplement, the definition of adult member of the household is any individual who has the same principal residence as you and who reached his or her 18th birthday on or before the date Form I-800A is filed.

**NOTE:** USCIS reserves the right to request information on any person who has not yet reached his or her 18th birthday before the date Form I-800A is filed, or who does not actually live at the same residence, but whose presence in the residence is relevant to the issue of your (and your spouse, if applicable) suitability to adopt.

### **Form I-800A Supplement 2, Consent to Disclose Information**

If you want to give consent for USCIS to disclose information about your case to your adoption service provider, you must complete **Form I-800A, Supplement 2, Consent to Disclose Information**. You are not required to give this consent in order to file Form I-800A.

### **Form I-800A Supplement 3, Request for Action on Approved Form I-800A**

Use **Form I-800A, Supplement 3**, to request the following:

1. An extension of your approved Form I-800A.

**NOTE:** File this supplement if the validity period for your Form I-800A approval is about to expire and you have not yet filed Form I-800, Petition to Classify Convention Adoptee as an Immediate Relative.

Your Form I-800A approval notice indicates the date on which the approval notice expires. You may not file Form I-800A, Supplement 3, more than **90 days before that expiration date**, but must file it no later than that expiration date. If Form I-800A approval expires prior to submission of Form I-800A, Supplement 3, then a complete Form I-800A application and fee must be submitted for any new period of approval.

2. A new approval notice based on changes in circumstances since your Form I-800A was approved.
3. A change in Convention country.
4. A duplicate approval notice.

### **Step 2. General Requirements**

**Evidence.** Attach copies, showing front and back, of the documents you need to support your application. **Do not send original documents unless instructed to do so.** (Examples of original documents that must be submitted include: affidavits, medical examinations, or formal consultations.)

You must submit the following documents:

1. **Proof that you are a U.S. citizen.** Examples of such proof include:
  - A. A birth certificate that was issued by a civil authority and that establishes birth in the United States;
  - B. An unexpired U.S. passport issued initially for a full 10-year period showing U.S. citizenship (and not a noncitizen national);
  - C. A statement executed by a U.S. consular officer certifying you are a U.S. citizen and the bearer of a currently valid U.S. passport;
  - D. A Certificate of Naturalization;
  - E. A Certificate of Citizenship; **or**
  - F. An FS-240, Report of Birth Abroad of a Citizen of the United States, issued by a U.S. Embassy or consulate.
2. **If your spouse (if married) is a U.S. citizen or national of the United States,** proof of such status. Examples of such proof include:
  - A. A birth certificate that was issued by a civil authority and that establishes birth in the United States or in an outlying possession of the United States;
  - B. An unexpired U.S. passport issued initially for a full 10-year period showing U.S. citizenship or nationality;
  - C. A statement executed by a U.S. consular officer certifying your spouse as a U.S. citizen or national and the bearer of a currently valid U.S. passport;
  - D. A Certificate of Naturalization;
  - E. A Certificate of Citizenship; **or**

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F. An FS-240, Report of Birth Abroad of a Citizen of the United States, issued by a U.S. Embassy or consulate.

**3. If your spouse (if married) is not a U.S. citizen or national,** proof of lawful status in the United States. Your spouse must be in a lawful immigration status *if residing in the United States*. Examples of evidence establishing a lawful status (such as a lawful permanent resident, valid non-immigrant, refugee, asylee, etc.) include:

- A. I-551, Permanent Resident Card;
- B. I-94, Arrival-Departure Document;
- C. Valid passport indicating current status; **or**
- D. Other U.S. Department of Homeland Security (DHS) issued document.

**4. If your spouse (if married) is not a resident of the United States,** proof of his or her name, identity, and citizenship. An example of such proof is a copy of his or her passport from the country of citizenship.

**5. Proof of marital status (if applicable).** If you are married, you must submit a copy of the marriage certificate and proof of termination of all prior marriages of you or your spouse. If you are now unmarried but were previously married, submit proof of termination of all prior marriages. Examples of such proof include:

- A. Divorce decree;
- B. Annulment decree or other legal termination;
- C. Death certificate of previous spouse.

Any of the above documents must be issued by a civil registrar, vital statistics office, or other civil authority.

**6. Evidence of compliance with preadoption requirements, if any.** If the State of the child's proposed residence has any preadoption requirements, these requirements must be complied with if the Convention adoptee is coming to be adopted in the United States. A qualified Convention adoptee is deemed to be coming to be adopted in the United States if either of the following factors exists:

- A. The applicant/petitioner will not complete the child's adoption abroad; or
- B. In the case of a married applicant/petitioner, the child was adopted abroad only by one of the spouses, rather than by the spouses jointly, so that it will be necessary for the other spouse to adopt the child after the child's admission.

**7. Home Study.** The home study must be prepared by an authorized home study preparer. The home study preparer (or, if the home study is prepared by an entity, the officer or employee who has authority to sign the home study for the entity) must personally sign the home study and any updated or amended home study under penalty of perjury under U.S. law.

A home study preparer is an individual or agency authorized to conduct home studies for Convention adoption cases, either as a public domestic authority, an accredited agency, a temporarily accredited agency, approved person, supervised provider, or exempted provider. The home study preparer (other than a public domestic authority) must hold any license or other authorization that may be required to conduct adoption home studies under the law of the jurisdiction in which the home study is prepared. You should specifically ask any adoption service provider whether they are authorized to provide adoption services in connection with Convention adoptions according to 22 CFR Part 96 before engaging the services that provider.

**NOTE:** An accredited agency or temporarily accredited agency must review and approve any home study that has not been performed by an accredited agency or temporarily accredited agency before it is submitted to USCIS. This requirement does not apply to a home study that was actually prepared by a public domestic authority. A public domestic authority means an authority operated by a State, local, or tribal government within the United States.

**The home study must be submitted with your application.** The only exception to this requirement is if you live where an appropriate State authority must review and approve a home study before it is submitted to USCIS. In such a case, do not file Form I-800A until that appropriate State authority has reviewed your home study and is ready to submit it to USCIS.

If your Form I-800A is submitted without the home study because your State of residence must review and forward the home study directly to USCIS, indicate that fact on your application (**Part 3, Item 1**).

If you submit your application without a home study because you indicate that it will be forwarded to USCIS directly by the State authority, USCIS will send you a notice providing you with the date by which the home study must be submitted. If the State authority fails to submit the home study by the date specified, USCIS may deny your Form I-800A. Thus, you or the accredited agency will need to work closely with your State authority to ensure that the home study is submitted on time.

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In all cases, the home study must not be more than 6 months old when submitted to USCIS. If it is more than 6 months old when submitted, you must include an update or amendment that is not more than 6 months old.

## Home Study Requirements

For a complete description of the requirements that a home study must meet, see 8 CFR Part 204.311 and 22 CFR Part 96.

**NOTE:** You can find information on immigration laws, regulations, and procedures by visiting our Internet Web site at [www.uscis.gov](http://www.uscis.gov).

### Home study updates and amendments

Ordinarily, a home study will not have to be updated or amended after it has been submitted to USCIS unless there is a significant change in your household since the home study was completed. Listed below are examples of significant changes that require a home study amendment or update. Note that the list of changes below is not exhaustive. Your adoption service provider can advise you regarding other changes which may require an amended or updated home study.

**A. Change in marital status.** An approved Form I-800A will be revoked automatically if you are an unmarried prospective adoptive parent who marries, or if your current marriage ends. Revocation of the approval of Form I-800A will be without prejudice to the filing of a new Form I-800A.

If the change in marital status is:

- 1. While your application is pending,** you must submit an updated or amended home study with a new Form I-800A, that reflects your changed marital status and required signature(s). No fee is required.
- 2. After your application has been approved,** a new Form I-800A, which reflects your new marital status, will be required, along with an updated and amended home study. The fee is required.

**B. Change of residence including change in the child's proposed State of residence.** The preadoption requirements, if any, of any new State of residence must be complied with in the case of a child coming to the United States to be adopted.

**C. Any change in history of arrest, child abuse, substance abuse, or domestic violence** for you, your spouse (if married), or any household member regardless of age.

**D. Change to different Convention country.** This change requires the updated home study to address suitability under the requirements of the new Convention country.

**E. If, prior to the Convention child's immigration to the United States, there is an addition of one or more children to your home,** whether through adoption, foster care, birth, or any other means, an amended home study is required. This requirement must be met even if the original home study recommended the adoption of more than one Convention child. The amended home study must recommend the adoption of an additional child, because the actual placement of one or more child(ren) in your household after the home study was completed, is a significant change in the household which must be assessed before the adoption of any additional child (ren).

**F. The addition of other dependents or adult member(s)** of the household to the family prior to the prospective child's immigration to the United States.

**G. Change because you are seeking to adopt a handicapped or special needs child,** if the home study did not already address your suitability as the adoptive parent of a child with the particular handicap or special need.

**H. A lapse of more than 6 months** between the date the home study is completed and the date it is submitted to USCIS.

**I. Change in the number of children or characteristics** (such as age and/or gender) of the child(ren) you intend to adopt.

### Filing updates and amendments to the home study

If it becomes necessary to file an updated or amended home study, it must always be accompanied by a copy of the home study that is being updated or amended, including all prior updates and amendments.

If submission of an updated or amended home study becomes necessary **after USCIS has approved Form I-800A**, you must file Form I-800A, Supplement 3, **with the filing fee**. The only exceptions to this fee requirement are if you are seeking your first extension or your first request to change to a different Convention country.

**NOTE:** A change in marital status after approval of Form I-800A always requires the filing of a new Form I-800A with a new home study and fee.

File Form I-800A, Supplement 3, with the USCIS office where your Form I-800A was approved. Form I-800A, Supplement 3, must be submitted and approved before you may file Form I-800, Petition to Classify Convention Adoptee as an Immediate Relative, on behalf of a specific Convention adoptee.

If USCIS determines that the amended or updated home study shows that you and your spouse (if married) remain suitable adoptive parent(s) for a Convention adoptee, a new approval notice will be issued which will have the same expiration date as the original approval, unless the amended home study was submitted in support of a request for extension of approval.

If submission of an updated or amended home study becomes necessary **before USCIS adjudicates Form I-800A**, you may submit the updated or amended home study to the office that has jurisdiction over Form I-800A **with no fee**. Form I-800A, Supplement 3, is not required.

**NOTE:** A change in marital status while Form I-800A is pending will require the filing of a new form I-800A with a new home study but without a fee.

#### Duty of Disclosure:

Under 8 CFR Part 204.311(d), you, your spouse, and any adult member of your household have a duty of candor in completing Form I-800A and home study process. This duty requires you, your spouse, and any member of your household, to:

1. Give true and complete information to the home study preparer; and
2. Disclose other relevant information, such as physical, mental, or emotional health problems; and
3. Disclose any arrest, conviction, or other adverse criminal history, whether in the United States or abroad, **even if the record of the arrest, conviction, or other adverse criminal history has been expunged, sealed, pardoned, or the subject of any other amelioration**; and
4. Disclose any history of substance abuse, sexual abuse or child abuse, and/or family violence as an offender; and
5. Notify the home study preparer and USCIS of any new event or information that might warrant submission of an amended or updated home study.

With respect to child abuse or neglect, this duty of disclosure requires the disclosure of any currently pending investigation by any child welfare agency, court, or other official authority in any State or foreign country concerning the abuse or neglect of any child, as well as past investigation *other than* an investigation that has been completed and formally closed based on a finding that the allegation of abuse or neglect was unfounded or unsubstantiated.

This duty of disclosure is an ongoing duty, and continues while your Form I-800A is pending, after Form I-800A is approved, and also while any Form I-800 that you may file is pending and until there is a final decision admitting a child, on whose behalf you filed Form I-800, to the United States with a visa.

#### WARNING:

**Under 8 CFR Part 204.309(a), this application will be denied if you, your spouse, or any adult member of the household:**

- A. Fail to disclose to the home study preparer or to USCIS, or conceal, or misrepresent, any fact(s) about any arrest, conviction, or history of substance abuse, sexual abuse, child abuse, and/or family violence, or any other criminal history as an offender. **The fact that an arrest or conviction or other criminal history has been expunged, sealed, pardoned, or the subject of any other amelioration does not relieve you, your spouse, or any additional adult member of the household of the obligation to disclose the arrest, conviction, or other criminal history;**
- B. Fail to cooperate in having available child abuse registries checked in accordance with 8 CFR Part 204.311;
- C. Fail to disclose, as required by 8 CFR Part 204.311, each and every prior adoption home study, whether completed or not, including those that did not favorably recommend you, your spouse, or any adult member of the household for adoption or custodial care.

As part of the USCIS biometrics services requirement, the following persons must be fingerprinted in connection with this application:

- A. You and your spouse (if married); and

- B.** Each additional member of your household who is 18 years of age or older, or any person whose presence in the residence is relevant to the issue of your (and your spouse, if applicable) suitability to adopt, as determined by USCIS.

**NOTE:** After submission of Form I-800A, USCIS will notify each person regarding when and where to go for biometrics services. Failure to be fingerprinted may result in a denial of this application.

**Translations.** Any document containing a foreign language submitted to USCIS shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

**Copies.** Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

**Affidavits.** If a required document cannot be obtained, you must submit an original written statement from the governmental agency that should have the record, verifying that the record does not exist. Only then may you submit written affidavits sworn to or affirmed by two persons who were living at the time and who have personal knowledge of the event and circumstances you are trying to prove. Each affidavit must contain the affiant's full name, address, date and place of birth, and signature. The affidavit must provide full information concerning the event and complete details of how the affiant acquired the information.

## Where to File?

You must always file your Form I-800A with USCIS Dallas Lockbox facility. It will then be routed to, and adjudicated at, the National Benefits Center.

Form I-800A must be mailed to the USCIS Dallas Lockbox facility address as follows:

For U.S. Postal Service (USPS) deliveries, use the following P.O. Box number:

**USCIS**  
P.O. Box 660087  
Dallas, TX 75266

For private courier (non-USPS) deliveries, use the following address:

**USCIS**  
**ATTN: Hague**  
2501 S. State Highway 121 Business, Suite 400  
Lewisville, TX 75067

You must submit your Form I-800A Supplement 3, Request for Action on Approved Form I-800A, to the USCIS Dallas Lockbox facility regardless of where your original Form I-800A was filed.

**NOTE:** Visit our Web site online at [www.uscis.gov](http://www.uscis.gov) before you file, and check the "Immigration Forms" page to confirm the correct filing location or any changes to the filing process.

## What Is the Filing Fee?

The filing fee for Form I-800A is as follows:

1. If you are filing **Form I-800A**, the filing fee is **\$670**.

An additional biometrics fingerprint fee of **\$80** must be paid for each person residing in your household who is 18 years of age or older. (Example: If you are married and another adult is living in your household, you will pay \$670 plus an additional \$240 fingerprint fee (3 x \$80), for a total of \$910.) See "**Biometrics services for applicants residing abroad**" on the following page.

2. There is no filing fee for **Form I-800A, Supplement 1**.
3. There is no filing fee for **Form I-800A, Supplement 2**.
4. If you are filing **Form I-800A, Supplement 3**, the fee schedule is as follows:

- A. If you are filing for your **FIRST** extension of the approval of your Form I-800A and you have not yet submitted Form I-800 on behalf of a specific child, there is **no filing fee and no biometrics fee**.

While there is no additional biometrics fingerprint fee, you, your spouse (if married), and each person residing in your household who is 18 years of age or older must have his or her fingerprints retaken.

- B. If you are filing for a **SECOND** or **SUBSEQUENT** extension of the approval of your Form I-800A and you have not yet submitted Form I-800 on behalf of a specific child, the filing fee is **\$340**.

You, your spouse (if married), and each person residing in your household who is 18 years of age or older must also pay the additional biometrics fingerprint fee of **\$80**.

- C. If you are filing for a new approval notice based on changes in circumstances since your Form I-800A was approved, you are **not** requesting an extension, and you have not yet submitted Form I-800 on behalf of a specific child, the filing fee is **\$340**.

You must also pay an additional biometrics fingerprint fee of **\$80** if the change in circumstance is based on the addition of a new adult member of your household (18 years of age or older).

- D. If you are filing for a **FIRST TIME** change in Convention country, you are **not** requesting an extension and you have not yet submitted Form I-800 on behalf of a specific child, **there is no filing fee and no biometrics fee and no biometrics requirements**.
- E. If you are filing for a **SECOND** or **SUBSEQUENT** change in Convention country, you are **not** requesting an extension, and you have not yet submitted Form I-800 on behalf of a specific child, the filing fee is **\$340**. **There is no biometrics fee and no biometrics requirements**.
- F. If you are filing for a duplicate approval notice, you are **not** requesting an extension, and there has been no change in circumstances since your Form I-800A was approved, the filing fee is **\$340**. **There is no biometrics fee and no biometrics requirements**.

**NOTE: Change in the number of children you intend to adopt.** If you wish to add to the number of children you intend to adopt and the children are **not already siblings before the proposed adoption**, you may file Form I-800A, Supplement 3, with the required filing fee of \$340. However, an additional filing fee of \$670 will be required when you file Form I-800 for the second or subsequent child. Because of this, you may wish to file a new Form I-800A instead of Form I-800A, Supplement 3. If the children are already siblings before the proposed adoption, there will be no fee for additional I-800 forms and you may continue with Form I-800A, Supplement 3.

**Biometrics services for applicants residing in the United States.** After filing this application, USCIS will notify each person in writing of the time and location where they must go to be fingerprinted. Failure to appear for fingerprinting or for other biometrics services may result in denial of this application.

**Biometrics services for applicants residing abroad.** A completed Form FD-258, Applicant Fingerprint Card, is required for each person with a biometrics requirement. The fingerprint card must be prepared by a U.S. Embassy or consulate, USCIS office, or U.S. military installation. Contact

the USCIS office where Form I-800A is to be filed for additional information on obtaining fingerprints when filing outside the United States.

**NOTE:** If you, your spouse, and any adult member of the household are residing outside the United States at the time of filing, you are exempt from paying the biometrics services fee for fingerprinting. However, you may have to pay fingerprinting fees charged by the U.S. Department of State or military installation.

You may submit one check or money order for both the application and biometrics fees.

Use the following guidelines when you prepare your check or money order for Form I-800A and the biometrics service fee:

1. The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S. Department of Homeland Security**, unless:
  - A. If you live in Guam, make it payable to **Treasurer, Guam**.
  - B. If you live in the U.S. Virgin Islands, make it payable to **Commissioner of Finance of the Virgin Islands**.

**NOTE:** Spell out U.S. Department of Homeland Security; do not use the initials "USDHS" or "DHS."

If you live outside the United States, Guam, or the U.S. Virgin Islands, contact the nearest U.S. Embassy or consulate for instructions on the form of payment.

**Notice to Those Making Payment by Check.** If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually take 24 hours and will be shown on your regular account statement.

You will not receive your original check back. We will destroy your original check, but we will keep a copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

#### **How to Check If the Fees Are Correct**

The filing fee and biometrics service fee on this form are current as of the edition date appearing in the lower right

corner of this page. However, because USCIS fees change periodically, you can verify if the fees are correct by following one of the steps below:

1. Visit our Web site at [www.uscis.gov](http://www.uscis.gov) and select "Immigration Forms" to check the appropriate fee;
2. Review the Fee Schedule included in your form package, if you called us to request the form; or
3. Telephone our National Customer Service Center at **1-800-375-5283** and ask for the fee information.

**NOTE:** If your Form I-800A requires payment of a biometrics services fee for USCIS to take your fingerprints and photograph, you can follow the steps above to obtain the correct biometrics services fee.

### Processing Information

**Any Form I-800A that is not signed or accompanied by the correct fee will be rejected with a notice that Form I-800A is deficient.** You may correct the deficiency and resubmit Form I-800A. An application or petition is not considered properly filed until accepted by USCIS.

**Initial processing.** Once Form I-800A has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility, and we may deny your Form I-800A.

**Requests for more information or interview.** We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

**Decision.** If USCIS approves your application, you will receive a written notice which will include a specific period of approval. The period of approval will be determined to be 15 months from the date that USCIS was notified of your fingerprint record check results. In the case of more than one required fingerprint record for a married couple or a household with additional adult household members, the approval period will expire 15 months from the earliest fingerprint record response.

Form I-800, Petition to Classify Convention Adoptee as an Immediate Relative, may only be filed on behalf of a specific child during the 15-month validity period of approval of Form I-800A or extension thereof.

You are entitled to request one extension of this approval period with **no additional fee** and a second or subsequent extension of the approval **with the fee**. In either case, you may only file for an extension if Form I-800 has not yet been submitted on behalf of a specific child.

Your request to extend this approval, filed on Form I-800A, Supplement 3, must be received by USCIS prior to the expiration of the period of approval indicated on the Form I-800A approval notice.

If the Form I-800A extension or approval expires prior to submission of an associated Form I-800, then a complete Form I-800A application and fee must be submitted.

Once your application has been approved or extended by USCIS, your adoption service provider must ensure that the same home study that was submitted to USCIS is transmitted to the Central Authority of the Convention country from which you intend to adopt a child.

### USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations, and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our Internet Web site at [www.uscis.gov](http://www.uscis.gov).

As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our Internet-based system, **InfoPass**. To access the system, visit our Web site. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment. **InfoPass** generates an electronic appointment notice that appears on the screen.

### Penalties

If you knowingly and willfully falsify or conceal a material fact or submit a false document with your Form I-800A, we will deny your Form I-800A and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

### Privacy Act Notice

USCIS will use the information on Form I-800A to determine eligibility for the requested immigration benefit. We may

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provide information on your application to other government agencies.

USCIS may not disclose or give access to any information or record relating to any applicant or petitioner, spouse (if applicable), or adult member of the household who has filed Form I-800A or Form I-800 to any individual or entity other than that person, including but not limited to an accredited agency, temporarily accredited agency, approved person, exempted provider, or supervised provider, unless written consent is given, as provided by the Privacy Act, 5 U.S.C. 552a.

If you want to give consent for USCIS to disclose information about your case to your adoption service provider, you must complete Form I-800A, Supplement 2, Consent to Disclose Information. You are not required to give this consent in order to file Form I-800A. The adoption service provider information you provide in Form I-800A, Supplement 2, must relate to the accredited agency who prepared or reviewed your home study, or the public domestic authority who prepared your home study, or the primary adoption service provider as defined in 22 CFR Part 96.2, if a primary adoption service provider has already been identified.

In a Convention adoption, a primary adoption service provider is the accredited, or temporarily accredited agency, or approved person who is responsible under 22 CFR Part 96.14, for the six adoption services defined in 22 CFR Part 96.2, and for supervising and being responsible for supervised providers where used.

**Notice to Household Members:** You are not the "applicant" who is filing Form I-800A. As a member of the applicant's household, however, information about you may be relevant to the adjudication of the applicant's Form I-800A. Under 8 CFR Part 103.2(b)(16), the applicant is entitled to review any information that may be used as evidence supporting a denial of Form I-800A. By signing Form I-800A, Supplement 1, therefore, you are giving consent for USCIS to disclose to the applicant and adoption service provider information that USCIS may obtain about you that is relevant to the adjudication of the applicant's Form I-800A, even if the Privacy Act, 5 U.S.C. 552a might otherwise prevent disclosure of the information to the applicant.

## Paperwork Reduction Act

The use of this new form is considered an information collection that ordinarily would be subject to review and clearance under the Paperwork Reduction Act procedures. However, section 503(c) of the Intercountry Adoption Act (IAA), Public Law 106-279, waives the requirement of the Paperwork Reduction Act with respect to information collected for use as a Hague Convention record. Accordingly, this form does not require an OMB Control Number.

The public reporting burden for this collection of information is estimated at 30 minutes per response, including the time for reviewing instructions, and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. **Do not mail your application to this address.**