

AFAA and JWM Liberian Adoption Process

Application: Complete the JWM/AFAA application and send the original to JWM along with the application fee of \$400. Send a copy of your application to AFAA.

Your Home Study: You will need an approved homestudy to receive a referral of a child. If you live in New Mexico, JWM will complete your home study. If you live outside of New Mexico, JWM will help you choose a Hague accredited agency and provide that agency with an interagency agreement. A \$500 Interagency Fee is due to JWM at the start of your homestudy

Service and Policy Agreement: Return the signed “Liberian Service and Policy Agreement Contract” to JWM and a copy along with the Humanitarian donation of \$1250 to AFAA. This is your commitment to the Liberia Program.

Training: Twelve hours of Hague approved training is required for all international adoptions, some of it will be provided by JWM on-line. Some homestudy agencies require that you do their Hague training.

Your Dossier: Some of the documents in your dossier overlap with documents you need for your home study. *You can send AFAA your dossier documents as they are ready.* Your Liberia dossier includes the following:

- _____ The JWM/AFAA Financial Application - **original and 1 copy.**
- _____ Birth certificate copies for each parent - **6 copies.**
- _____ Marriage certificate - **6 copies.**
- _____ Divorce decree or spouse death certificate for each parent, if applicable – **6 copies.**
- _____ Autobiographies from each parent about important life experiences,
signed, dated - original and one copy.
- _____ Your current Federal Tax Returns (not state) & W-2's - signed - **6 copies -**
- _____ A local, state and national and state criminal history clearance for each
person in your home 18 years and older - **original and 5 copies.**
- _____ A child abuse clearance for everyone 18 years old and older in your home -
original and 5 copies.
- _____ A medical exam for each parent using the JWM/AFAA form - **original and 5 copies.**
- _____ A typed, brief statement from your general practitioner on their letterhead for each parent,
stating the parent is approved for an international adoption - **original and 3 copies.**

- _____ A letter from your employer, on company letterhead, verifying your employment and annual salary – **original and 5 copies.**
- _____ A statement on Bank letter head from your bank with totals of your savings and checking accounts –
NO Acct numbers
- _____ Verification of medical insurance for each person in your home, including your future adopted child - **2 copies.**
- _____ Six, typed, dated & signed, **one page** reference letters - 3 from relatives & 3 from non-relatives - **originals & 5 copies of each letter.**
- _____ Hague approved home study, **7 originals signed and notarized.**
- _____ Casual photos of each person in your home **AND** the main rooms of your home - **1 set of color originals**
- _____ Passport copies (in color) for each parent - **4 copies.**
- _____ Color, passport size photos of each parent - **4 original, color, each parent.**
- _____ A one page, dated, typed letter to the Liberian government, signed by both parents about why you want to adopt a Liberian child - **original & 4 copies.**

The Children: When your approved homestudy is received, JWM and AFAA will send a *Confidentiality Statement* for you to sign allowing you to view pictures and brief descriptions of waiting children that match your home study approval.

If you are interested in a specific child you will be sent a *Full-Disclosure Form* and all the information we have on the child. **This information is often very limited.** You will have two weeks to say yes or no to the referred child. When you accept the referral of the child you will sign *An Agreement to Accept Placement*. At this time you pay the first half of the US placement fee, half of the orphanage fee and the full Liberian fee. The fees are outlined in the Service Policy and Agreement.

If there is not a waiting child you are able to accept, we will put you on our waiting parent list. ***Because adoption is about finding families for children, and not children for families, we cannot predict when a child who meets your desires will come into our Liberian AFAA House in need of a home.***

AFAA will Federal Express (or hand deliver if someone is traveling) your dossier to Liberia. The AFAA Liberian attorney and the Government of Liberia will begin the multiple steps in coordination with our AFAA House orphanage director. This will prepare your file for Liberian approval and then the Liberian High Court.

USCIS: You need USICS pre-approval for an orphan Visa. Apply to USCIS with form I-600-A. www.uscis.gov. - one form for your family, NOT one for each child. The instructions and current fees are also listed on the website.

- Please have AFAA or JWM review your I-600A before you send it.

Attach your approved home study, all other required documents and the application fee to your I600-A. Mail it to the USCIS Lockbox on the form. USCIS will send you the time and place for everyone in your home, eighteen years and older, to be fingerprinted. Yes, they will fingerprint you again.

The Wait: When you are matched with a child, your dossier and the child's file will be processed with the GOL Ministry of Gender and multiple other ministries. There is no way to know how long this will take and could take up to a year.

Court: There is no way to know when we will receive a court date. You will be required to be present in the Liberian High Court for your adoption to finalize. This appears to change without notice. We will notify you of the court date and whether you need to be there. All program fees must be paid to prior to traveling.

In Country: One adopting parent **MUST** be in Liberia for four weeks. While you are in Liberia you will process your child's US visa at the US Embassy with an I-600 form (one for each child), obtain a required health physical for your child and obtain an exit letter for your child from the Liberian Ministry of Foreign Affairs.

You will be assisted during your time in Liberia by our AFAA House orphanage director. Your child can be with you during the time you are in Liberia.

AFAA can advise you on travel and places to stay in Liberia. Please visit the AFAA House often, get to know your children in their familiar surrounds, get to know the other children, the staff and spend time visiting all the children - there is not room to stay there.

Family Checklist

Checklist for the Liberia adoption process - this is for your family info only

- Application
 1. Date original mailed to JWM with \$400 application fee _____
 2. Date copy sent to AFAA _____
 3. Date Interagency fee of \$500 is sent to JWM _____

- The JWM/AFAA Financial Form - ***original and 1 copy.***
 1. Notarized original Financial Form – date mailed to JWM _____
 2. Notarized copy of Financial Form - date mailed to AFAA _____

- Birth certificate copies for each parent & all children in the family - ***6 copies.***
 1. Date 4 copies mailed to AFAA _____
 2. Date 1 set of copies mailed to JWM _____
 2. Date 1 set of copies given to your home study agency _____

- Marriage certificate - ***6 copies.***
 1. Date 4 copies mailed to AFAA _____
 2. Date 1 copy mailed to JWM _____
 3. Date 1 copy given to your home study agency _____

- Divorce decrees for each parent, if applicable - ***6 copies.***
 1. Date 4 copies mailed to AFAA _____
 2. Date 1 copy mailed to JWM _____
 2. Date 1 copy given to your home study agency _____

- Child support or alimony paid or received, if applicable - ***a notarized statement from the other parent about this - original & 4 copies.***
 1. Date 4 child support copies mailed to AFAA _____
 2. Date 1 copy given to your home study agency _____

- Autobiographies from each parent about important life experiences, signed, dated - ***original and one copy.***
 1. Date original bios of each parent mailed to AFAA _____
 2. Date copies of bios mailed to JWM _____

- The current Federal tax returns & W-2's - signed - **6 copies** - (*NO state returns*).
 1. Date 4 copies mailed to AFAA _____
 2. Date 1 copy mailed to JWM _____
 2. Date 1 copy given to your home study agency _____

- A local and state criminal history clearance for each person in your home 18+. **Original And 5 copies.**
 1. Date original local and state clearances given to home study agency _____
 2. Date 4 copies of local and state clearances mailed to AFAA _____
 3. Date 1 set of copies of local and state clearances mailed to JWM _____

- A child abuse clearance for everyone 18+ in your home - **original and 5 copies.**
 1. Date original child abuse clearances given to home study agency _____
 2. Date 4 copies of child abuse clearances mailed to AFAA _____
 3. Date 1 set of child abuse clearances mailed to JWM _____

- A medical exam for each parent using the JWM/AFAA form - **original and 6 copies (not more than six months old when submitted).**
 1. Date copies of Medical Forms given to home study agency _____
 2. Date originals & 4 copies of Medical Forms mailed to AFAA _____
 3. Date 1 set of copies of Medical Forms mailed to JWM _____

- A typed, brief statement from your general practitioner for each parent, stating the parent is approved for an international adoption - **original and 3 copies.**
 1. Date copy of doctor's letter given to home study agency _____
 2. Date original & 3 copies of doctor's letter mailed to AFAA _____

- Employment verification letter for each adopting parent - dated, signed & written on company letterhead - **original & 5 copies.**
 1. Date original & 3 copies mailed to AFAA _____
 2. Date one set of copies mailed to JWM _____
 3. Date one set of copies given to home study agency _____

- Verification of medical insurance for each person in your home, including your adopted child – a copy of your insurance card & copies of insurance booklet page about children's coverage - **2 copies.**
 1. Date family Medical Insurance information copy mailed to AFAA _____
 2. Date copies given to your home study agency _____

- Six, typed, dated & signed reference letters - 3 from relatives & 3 from non-relatives - **originals & 4 copies of each letter.**
 1. Date originals & 3 copies mailed to AFAA _____
 2. Date one set of copies mailed to JWM _____
 3. Date one set of copies given to your home study agency _____
(Originals may be needed by your home study agency - if that is required then copies to AFAA & JWM.

- If a child was ever placed in your home for adoption & was removed, a typed, notarized letter explaining why the child was removed - **original letter & 4 copies.**
 1. Date original letter & 3 copies information mailed to AFAA _____
 2. Date 1 copy given to your home study agency _____

- Your Hague agency, notarized, approved home study -**7 originals.**
 1. Home study agency name _____
 2. Home study agency address _____
 3. Home study agency phone _____
 4. Home study agency social worker's name _____
 5. Date one Hague home study mailed to JWM _____
 6. Date four Hague home studies mailed to AFAA _____
 7. Date one Hague home study mailed to USCIS _____
 8. Family should keep one Hague home Study in their file.

- Date family mailed pre-adoption/requirement form to AFAA (if required by your state - please check with your homestudy agency) _____

- Service Policy and Agreement
 1. Date original mailed to JWM _____
 2. \$1250 Humanitarian fee date _____ and method of payment _____ mailed to AFAA _____

- First ½ of US fee (see your policy) date _____ amount _____ method of payment _____ to JWM

- First ½ of Orphanage fee and the full Liberian fee to AFAA date _____ amount _____ method of payment _____

○ Casual photos of each person in your home - **color originals** (1 set, 4x6, color photos of all family members (not animals) **and** inside & outside of home, of main rooms. Do not include bathrooms, hallways or unfinished basements).

1. Date original family photos mailed to AFAA _____

○ Passport copies (in color) for each parent - **4 copies**.

1. Date color passport copies mailed to AFAA _____

○ Color, passport size photos of each parent - **4 color originals**.

1. Date color passport photo copies mailed to AFAA _____

○ One page, dated, typed letter to the Liberian government, signed by both parents, about why you want to adopt a Liberian child - **original & 4 copies**.

1. Date original & 3 copies of family letter mailed to AFAA _____

2. Date one copy mailed to JWM _____

○ Power of Attorney form sent to you by AFAA - **original & 3 copies**.

1. Date power of attorney received _____

2. Date power of attorney (*notarized original & 3 copies*) mailed to AFAA _____

○ Child(ren) preferred – approximate age(s) and gender when referred

○ Date you notified AFAA or JWM of interest in a specific child(ren) _____

○ Date agreement to accept placement, mailed to JWM _____

○ Date family mailed I-600A and fees and documents to USCIS _____

○ I-171 H – your I-600A approval from USCIS - **2 copies**. (at this time, your dossier can be sent to Liberia while we are waiting on this)

1. Date USCIS I-600A approved by USCIS _____

2. Date USCIS I-600A approval expires _____

3. Date USCIS fingerprints expire _____

4. Date USCIS I-600A approval copy mailed to AFAA _____

○ Second ½ of US fee to JWM date _____ amount _____ method of payment _____

- Second ½ of Orphanage fee to AFAA date _____ amount _____ method of payment _____
- Date post placement fees sent to home Study agency _____
- Date child arrived in your home _____
- Date family filed N-600 U.S. Citizenship form _____
- Date family had the adoption recognized by their State _____
- Dates original home study agency prepared, post placement reports AND 6 different photos of child(ren) sent to JWM
 1. 3 Month Report _____
 2. 6 Month Report _____
 3. 1 Year Report _____
 4. Family prepared annual reports with photos required of each child until the child is 18
- date original & 3 copies mailed to AFAA _____

FOREIGN SERVICE AGENCY NAME:

Americans for African Adoptions, Inc. (AFAA)

ADDRESS: 8910 Timberwood Drive, Indianapolis, IN 46234-1952

PHONE #: office – 317-271-4567

E-MAIL: Cheryl – amfaaUS@gmail.com

HAGUE AGENCY:

Joyful World Ministries, Inc. (JWM), dba: All Age Adoptions Plus

ADDRESS: 11811 Menaul Blvd. NE, Suite 5, Albuquerque, NM 87112

PHONE #: office – 505-323-6002

EMAIL: Cathrine – Adopt@Adoptionsplus.org