

## KAZAKHSTAN DOCUMENT AUTHENTICATION LIST

Doc #	Document Name	# of Doc Req'd	Notarize	Certify	Apostille	Special Instructions
1	Letter of Intent/Application to Adopt	2	2	2	2	See Sample. Form can be found on <a href="http://www.eaci.com">www.eaci.com</a> under forms library
2	Parents Commitment Letter	2	2	2	2	See Sample.
3	Home Study Agency Letter of Recommendation	2	2	2	2	Must be completed by social worker/assessor on agency letterhead. Authenticated separately from Home Study. See sample under Home Study tab
4	Home Study Summary	2	2	2	2	Must have from a Licensed Agency. Should be no more than up to 4 pages. All dates of visits and communication must be outlined on first page of home study. Sample in Home Study Section
5	Social Worker License	2	2	2	2	Requirements vary by state. <b>MUST</b> have at least one year left prior to expiration at time of submission to the Embassy. If less than one year, a letter from the State must be obtained stating that a new license will be issued. Please contact your consultant for instructions.
6	Home Study Agency License	2	2	2	2	Notarized as a true and exact copy of the original. <b>MUST</b> have at least one year left prior to expiration at time of submission to the Embassy. If less than one year, a letter from the State must be obtained stating that a new license will be issued.
7	Home Study Agency Post Placement Commitment	2	2	2	2	Must be completed by social worker/assessor on agency letterhead. Authenticated separately from Home Study. See sample under Home Study tab.
8	Parents Commitment to Monitoring	2	2	2	2	All information <b>MUST</b> be typed. Form can be found on <a href="http://www.eaci.com">www.eaci.com</a> under forms library
9	Parents Commitment to Post Placement Reporting	2	2	2	2	All information <b>MUST</b> be typed. See Sample. Form can be found on <a href="http://www.eaci.com">www.eaci.com</a> under forms library
10	Parents Commitment to Register	2	2	2	2	<b>MUST BE TYPED.</b> Form can be found on <a href="http://www.eaci.com">www.eaci.com</a> under forms library
11	Color passport copies	2 per parent	2	2	2	1 copy per page. Notarize clear copy as a "True and Exact Copy" Please be sure to sign the original before making copies.
12	Marriage Certificate (if applicable)	2	N/A	2	2	Obtain certified copies from state where married.
13	Birth Certificate (ONLY IF SINGLE)	2	N/A	2	2	<b>Only necessary if single.</b> Obtain certified copies from state where born.
14	Guardianship Letter	2	2	2	2	<b>Only required if you're single. Prefer married couples under age of 50. Must be outlined in home study. (See Sample)</b>
15	Guardianship Appointee Letter	2	2	2	2	<b>Only required if you're single. Prefer married couples under age of 50. Must be outlined in home study. (See Sample)</b>
16	Divorce Decrees	2	2	2	2	If applicable
17	Heterosexual Letter (if applicable)	2	2	2	2	<b>Only necessary if single.</b> Please speak with your consultant
18	FBI Clearances	2	2	2	2	One original and one copy. <b>MUST BE LESS THAN 120 DAYS AT TIME OF SUBMISSION TO THE EMBASSY.</b>
19	List of Diseases  Required for all persons residing in the household age 18 or older	2 Per Household Member	2	2	2	<b>MUST</b> be on physician letterhead and have their office stamp below the physician signature. Each parent must have a separate medical and physician's license even if they see the same physician. <b>MUST BE LESS THAN 90 DAYS AT TIME OF SUBMISSION TO THE EMBASSY.</b> May be neatly handwritten. Form can be found on <a href="http://www.eaci.com">www.eaci.com</a> under forms library
20	Physician License	2 Per Household Member	2	2	2	Copy of Physicians License. <b>MUST BE LESS THAN 90 DAYS AT TIME OF SUBMISSION TO THE EMBASSY.</b>
21	Employment Letter	2 per parent	2	2	2	Must be on letterhead stating occupation, length of time employed and salary. See sample. <b>MUST BE LESS THAN 120 DAYS AT TIME OF SUBMISSION TO THE EMBASSY.</b>
22	Financial Statement for Adoptive Applicant – ODJFS 01681	2	2	2	2	Must be neatly handwritten or typed (forms provided)
23	Financial Institute Letter	2	2	2	2	Letter from your bank stating confirmation of accounts and balances held and when they were established. See Sample
24	Mortgage Institution Letter	2	2	2	2	Letter from institution that hold your mortgage confirming account, balanced owe and when it was established. See Sample
25	Copy of I-171-H – (CIS Approval) Notice of Favorable Determination	3	3	3	3	Notarize as a True and Exact Copy. <b>**Please keep original for yourself**</b>
26	Power of Attorney-A B C D	4	4	4	4	See Sample. Forms can be found on <a href="http://www.eaci.com">www.eaci.com</a> under forms library
27	Color Photo of adoptive family and their home.	2	2	2	2	Color Photos must be collaged on 8X11 paper. Please no more than 5 pages. All photos must be numbered and labeled. Social worker/assessor must attest by signature that the pictures are an accurate representation of the family's home.