

REGISTRATION DOCUMENTS PAPERWORK CHECK LIST

The forms below marked with an (*) can be found on our website at www.eaci.com
under forms library

1. _____ *EAC Registration and Registration Fee of \$500
2. _____ *Authorization for Release of Confidential Information
3. _____ *Affidavit of Health Insurance Coverage
4. _____ *Post Placement Affidavit (notarized)
5. _____ *Personal Contact Information Form
6. _____ *Traveling to Russia
7. _____ *Internet Protocol
8. _____ *Home Study/Dossier document duplication review sheet
9. _____ Xerox Copies of Birth Certificates of adoptive applicants and other children (if applicable)
10. _____ Xerox Copies of Divorce Decrees (if applicable)
11. _____ Copies of 1040's, schedules and W2's for last five years: 1 set (keep one set for your files as you will need it for your Embassy Appointment in Russia)
12. _____ Waiting List Letters (6)
13. _____ Photo of Adoptive Parent(s)
14. _____ **Color** copies of passports of adoptive parents – you will need 2 notarized, certified, and apostilled for your dossier.

PLEASE NOTE:

- **IF YOUR PASSPORT EXPIRES WITHIN TWO YEARS AFTER SIGNING WITH EAC, IT MUST BE RENEWED.**
- **YOU MUST HAVE AT LEAST 4 EMPTY PAGES IN THE BACK OF YOUR PASSPORT (NOT INCLUDING THE LAST 3 PAGES – WHICH ARE FOR AMMENDMENTS AND ENDORSEMENTS ONLY) FOR VISAS. IF ADDITIONAL PAGES ARE NEEDED, PLEASE CHECK WITH YOUR CONSULTANT FOR INSTRUCTIONS AND DETAILS.**

15. _____ \$450 Home Study Review Fee. *Only applicable if EAC does **NOT** conduct your Home Study.*
This fee is required to support Hague Home Study requirements.
16. _____ Receipt from Home Study Agency, on Agency letterhead, verifying home study and Post Placement fees have been paid in full.
17. _____ Applicable International Processing Fee along with signed International Adoption Services Agreement.

*****In order to complete your adoption in a timely manner, please complete these seventeen (17) Registration Documents (#15 if applicable) and send to the EAC office as soon as possible. *****

After Registration Document completion, follow the **Document Authentication List** in the **Foreign Dossier** tab in order to complete the Foreign Dossier.