



A.D.O.P.P.T., Inc. Adoption Agency
7860 Chukar Drive
Gillette, Wyoming 82718

Agency **D**evoted to **O**verseas **P**otential **P**arental **T**argeting

Veronica Pendleton, Executive Director (307) 682-4157

Barbara Connely, Director (307) 686-2855

VIETNAMESE DOSSIER CHECK LIST

The Vietnamese Justice Department requires the following documents:

1. ____ Home Study not older than six (6) months
(attach agency license that prepared home study and family photos)
2. ____ Health Certificate(s) not older than six (6) months
3. ____ Income Statement Letter from employer.(s) not older than six (6) months
4. ____ Police clearance not older than six (6) months (ex. provided by agency)
5. ____ Marriage license (if applicable)
6. ____ Six (6) passport photographs for each parent traveling, 2 for each additional person traveling with you. (do not need to translate and authenticate)
(Place in extra envelope)
7. ____ Picture page(s) of passports husband and wife
8. ____ Vietnamese application for adoption (provided by agency)
3 copies for each child being adopted (Go in extra envelope)
9. ____ Power of Attorney for non-traveling spouse, (provided by agency)
You will take this personally with you (not part of dossier)
10. ____ Letter of approval (171H) to adopt a child from the BCIS
(formally known as the INS)
11. ____ 3-5 pictures of family (go in extra envelope)

You will need to follow the following process for all documents.

Document Notarization:

All documents must be notarized with the exceptions of the marriage license, which is already State Certified (be sure you request certified copies by the Secretary of State). Gold seals are not required of notaries if in your state notaries use a rubber stamp for their seal. Be sure the notary's signature, expiration date and seal are present on the document.

Please double check the expiration dates of your notaries! Be sure the expiration date surpasses the date you expect to have your adoption completed.

Document Review:

Once all documents are notarized (and before state authentication), please send a copy of your dossier to ADOPT, INC for review. Please note that you can scan and email or fax them to our office if you prefer. We will review the documents to ensure everything is correct before you proceed with state authentication.

“Allow us to hold your hand as you prepare to take the hand of your child for the first time”

You may submit your Dossier to us via the following:

Mail: A.D.O.P.P.T., INC.
7860 CHUKAR DRIVE
GILLETTE, WY 82718

Scan and Email documents: adopptb@bresnan.net

Fax Documents: (307) 682-4157

State Authentication:

Once Documents are notarized, they must be submitted for State Authentication. Send the documents along with the following information to the Secretary of State in the state where the documents were originated and notarized. Include the following with your documents to be authenticated:

1. A cover letter stating who you are, telephone # where you can be reached, your request for state seals on the enclosed documents and your intent to adopt a child in Vietnam.
2. You will need to contact the Secretary of State to find out what the Fees are for that particular state. A check needs to be made out to the (Sec of State.) Fees are \$./per document (# of pages doesn't matter.)

Send all documents (Enclose a pre-paid FED-EX envelope) and request that the Secretary of State office return the sealed documents to you.

**Your Home Study and your Agency's license both need to be authenticated. If your Home Study Agency's license is attached to your home study, be sure your home study signature page and the license are separately authenticated by the State.

Vietnam Embassy Authentication

When your state sealed documents are returned to you they need to be sent to:

**Consulate General of Vietnam
1700 California St., Suite 430
San Francisco, CA 94109
(415) 922-1707**

I suggest that you have the Consulate sign for these documents. You might want to call and check on them to make sure they are working on your documents. If you want to expedite you can call the number above about fees. I have heard the best time to call is early in the morning.

Please enclose a certified check or money order for the **amount of 50.00 per document**. With a letter stating that you are in the process of adopting a child from Vietnam and need to have your documents authenticated. Also state that you have enclosed a prepaid Fed Ex envelope to forward these documents on to **ADOPPT'S office in VN.**

****Enclosed in this prepaid envelope you will place all three copies of your Vietnamese application for adoption, 5 passport photos and 3-5 family photos that best describes your family.**

Mail to our Representative in Vietnam:

DUONG THI THU THUY

Room no# 612, CT5.DN3 building, My Dinh quarter , Tu Liem district,
Hanoi city, Vietnam

phone number: (84) 982 35 99 12

**Please note that if you need to have a Power of Attorney, you should submit that document to the Embassy for Authentication separately as it should not be included with your Dossier. You will need to bring it with you to Vietnam when you travel.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

The A.D.O.P.P.T., Inc. Staff