



U.S. Citizenship and Immigration Services

CHECKLIST FOR Application for Advance Processing of Orphan Petition (I-600A)

In order to help you prepare your I-600A correctly, utilize the following checklist. Print your full name and your spouse's (if applicable) full name below. Print a copy of this checklist and attach it to the top of your petition prior to mailing it to this office. This will ensure your application is processed quickly.

Print Full Name of Petitioner

Print Full Name of Spouse (if married)

Email Address

- I-600A (Application for Advance Processing of Orphan Petition):**
- Ensure you print legibly.
 - Ensure you complete all blocks. If not applicable, enter "Not Applicable" or "N/A".
 - Write your full name where required; no initials.
 - Dates must be listed in month/day/year format; March 20, 2014 should be written as: 3/20/2014.
 - Extremely Important - Sign and date the application.
- Supporting Documentation to submit with your Petition:**
- Very Important - Do not send original documents with the petition! Photocopies are acceptable.
 - Proof of United States Citizenship: Preferably, a photocopy of your biographical page from you and your spouse's (if married) U.S. passport. You may also provide you and your spouse's (if married) state issued birth certificate or naturalization certificate. A hospital birth certificate or military ID card is not acceptable.
 - Residency Requirement: The U.S. Citizenship and Immigration Services at the U.S. Embassy in London accepts I-600A applications by mail from U.S. citizens who reside in our jurisdiction (United Kingdom; Iceland, Republic of Ireland, Sweden, Finland, Norway, Denmark). We require evidence in the form of a photocopy of the leave to remain stamp in the petitioner's passport (must also include a photocopy of the photo page of U.S. passport) or a copy of the petitioner's orders if he/she is a member of the U.S. military stationed our jurisdiction.

USCIS Field Office – London
Embassy of the United States of America
24 Grosvenor Square
London W1K 6AH

- Marriage Certificate**: Please provide a marriage certificate issued by a public authority to show that a public record exists of the marriage between you and your spouse (if applicable)
- Divorce Decree(s) or Death Certificate(s)**: Please provide a divorce decree (absolute or final) issued by a public authority to show that a public record exists of the termination of all prior marriage(s) for both you and your spouse.
- Record of Name Change**: If either you or the person you are filing for is using a name other than that shown on the relevant documents, you must provide legal documents that effected the change; e.g, marriage certificate, adoption decree, court order or Deed Poll.
- Official Translations**. Any supporting documentation that you provide that is in a language other than English must be accompanied by a complete English translation. The translation must be completed by an independent party. The party providing the translation must note that his/her work is accurate and that he/she is competent to translate. The full name of the translator, address and contact information is also required.

Biometrics

Biometrics are required of all adult members of the prospective adoptive parents household. You can request a biometrics appointment at this office by emailing uscis.london@dhs.gov.

Home Study:

This office would prefer that the Home Study be submitted with the application, however, if the Home Study is not submitted when the I-600A is filed, it must be submitted within one year of the filing of the advanced processing application, or the application will be denied. The Home Study must include the results of the Child Abuse Registry checks. These checks must come from both the United States and the United Kingdom, as appropriate, as most prospective adoptive parents have lived in both countries. In the United Kingdom this requirement can be met by obtaining an Enhanced Disclosure from the Criminal Records Bureau's Disclosure Service. See our portion of the US Embassy's web page for more information at: <https://www.gov.uk/disclosure-barring-service-check/overview>

Fee:

The filing fee for Form I-600A is \$720.00. Do not mail cash or personal checks. The U.S. \$720.00 fee must be paid by:

- U.S. Cashier's Check; (print full name and address of beneficiary on reverse side of check)
 - U.S. Dollar Money Order; (print full name and address of beneficiary on reverse side of check)
 - International Bank Draft; (print full name and address of beneficiary on reverse side of check)
- Cashier's Checks, Money Orders and Bank Drafts should be made payable to: **U.S. DISBURSING OFFICER**
- Credit Card Payment Form which is attached.

Mail/post your petition to:

USCIS Field Office London (I-600A) – 24 Grosvenor Square – London W1K 6AH

