

## INTERNATIONAL ADOPTIONS – HAITI

(Revised October 3, 2003)

DISCLAIMER: THE INFORMATION IN THIS CIRCULAR RELATING TO THE LEGAL REQUIREMENTS OF SPECIFIC FOREIGN COUNTRIES IS PROVIDED FOR GENERAL INFORMATION ONLY. QUESTIONS INVOLVING THE INTERPRETATION OF SPECIFIC FOREIGN LAWS SHOULD BE ADDRESSED TO FOREIGN ATTORNEYS.

### GENERAL INFORMATION

American families adopt over 100 Haitian children per year. This circular seeks to explain the specific requirements of Haitian and United States laws *vis à vis* foreign adoptions and the issuance of IR3 and IR4 visas. U.S. citizens wishing to adopt a Haitian child should be aware that Haitian adoption law requires that an adoption take place in Haiti before the child leaves the country with an American visa (Article 126, "*Droit de la Famille*," reprinted in 82 *Le Moniteur* 916 (November 24, 1983); "*Decret du 25 Mars 1966 sur l'adoption*," reprinted in 32 *Le Moniteur* 353 (April 18, 1974)). As a consequence, prospective adoptive parents must satisfy both Haitian adoption and U.S. immigration laws to obtain an immigrant visa for the adopted child. As explained below, adoptions must be approved by Haiti's courts and by the Haitian Ministry of Social Affairs' *Institut du Bien Etre Social et de Recherches* (IBESR) the Haitian Government's adoption investigatory agency, located at 18 Avenue des Marguerites, Port au Prince, Haiti.

### HAITIAN ADOPTION REQUIREMENTS

In order for a child to be eligible for adoption and emigration, he or she must meet the definition of an orphan according to U.S. law. This definition is further explained on page 5, under "Who is an 'orphan.'" The U.S. Embassy Consular

Section has also compiled a list of Haitian attorneys who specialize in adoptions. We cannot recommend a particular attorney, but we do advise prospective adoptive parents to consult with a Haitian attorney. It is also of utmost importance that prospective adoptive parents fully research any adoption agency or facilitator that they plan to use for adoption services. For U.S.-based agencies, the Embassy suggests contacting the Better Business Bureau and the licensing office of the Department of Health and Family Services (or equivalent body) in the state where the agency is located. Keep in mind that material provided by the adoption agencies themselves may not provide complete information. Also included in this circular is the Haitian authority's list of approved orphanages in Haiti. Inclusion on this list does not constitute the US Consular Section's approval or endorsement of any orphanage. The Consular Section is not authorized to reveal anecdotal information about particular agencies.

#### **HAITIAN ADOPTION AUTHORITY**

The Haitian courts issue adoption decrees and other legal documents, and the *Institut du Bien Etre Social et de Research* (IBESR) provides authorization to adopt. The IBESR is also responsible for accrediting adoption agents and orphanages in Haiti. Documentation from both the Haitian courts and from the IBESR is essential if you are planning to adopt a child in Haiti.

#### **HAITIAN PASSPORTS**

Haiti's immigration authorities require Haitian passports for all Haitian children leaving the country. The wait for a Haitian passport can be as long as two or three months, depending on Haitian bureaucratic processing. The Consular Section of the U.S. Embassy cannot issue U.S. passports to Haitian children, as U.S. passports are available only to U.S. citizens.

#### **AGE AND CIVIL STATUS**

Under Haitian law, a prospective adopting parent must be older than age 35; for married couples, one prospective parent may be under age 35, provided the couple has been married for 10 years and has no children together. Pursuant to the terms of the United Nations Convention on Children, the Haitian Government may lower its age requirement.

Haitian law permits adoptions by single parents. Adoptions by married couples require the consent of both spouses. This restriction can be waived with permission from the Haitian president.

## **RESIDENCE REQUIREMENTS**

Haitian law does not require prospective parents to reside in Haiti. Haitian courts and/or the IBESR may require American prospective adoptive parents to travel to Haiti before the adoption is finalized.

## **ADOPTION AGENCIES AND ATTORNEYS**

Successful and speedier adoptions generally require the services of a Haitian attorney. Lists of Haitian attorneys are available from the U.S. Embassy or the Department of State, Office of Citizens Consular Services and are included in this circular.

## **HAITIAN ADOPTION PROCEDURES**

Haitian law does not allow adoptive parents to take a child out of the country until that child first has been adopted in Haiti. Applications for guardianship for the purposes of taking children out of Haiti for adoption in another country are not permitted.

Adopting a child under Haitian law involves three steps. First, the prospective parents must obtain from the *Tribunal de Paix* (Justice of the Peace) having jurisdiction over the residence of the child the proper release (known as the "*Extrait des Minutes des Greffes*") from the surviving parent(s) or from whomever has legal custody of the child. Second, this legal document must be submitted to the IBESR, which will investigate, among other things, the medical and psychological well-being of the prospective parents and child. If the IBESR approves the adoption, it will issue a document known as the "*Autorisation d'Adoption*." Note: only the IBESR office in Port-au-Prince can authorize an adoption; IBESR regional offices do not have this authority. Third, the adopting parents or their legal representative must present the authorization from the IBESR to the Tribunal Civil (Civil Court) having jurisdiction over the residence of the child, and obtain from that court a Haitian legal document known as the "*Acte d'Adoption*," which serves as the official adoption decree.

## **TIME FRAME**

The adoption process can require an average of two to six months time, primarily because of Haitian legal intricacies. Adoption applications can take more than one year in certain cases. Once an adoption case has cleared BICE (formerly INS), the process of obtaining an immigrant visa for the United States can take from two days to a week, depending on circumstances. Travelers are therefore encouraged to plan accordingly, and to purchase open-ended return tickets whenever tenable.

## **TRAVELING TO HAITI**

There are several air carriers that service Port-au-Prince from the United States. American Airlines has daily flights from both Miami International Airport and New York's John F. Kennedy Airport. Air France has a daily flight from Miami, and in partnership with Delta Airlines, offers special adoption fares with open-ended tickets. Air France's departure time out of Port-au-Prince is also later in the day,

allowing adopting parents to leave on the same day the visa is issued. Visa interviews take place at 7:30am from Monday through Friday at the US Consular Annex in Port-au-Prince. If all documentation is complete, parents then return to the Consular Annex on the same day between 2:00 and 3:00 p.m. to pick up the visa.

## **HAITIAN FEES**

Haiti's courts charge for judicial services, though fees are not fixed. Adopting parents should expect to pay varying court fees and expenses. The IBESR charges approximately \$170. The approximate cost to adopt a child in Haiti is \$3,000, exclusive of airfare (some adoptive parents report paying larger sums). Note: Haitian and U.S. law prohibits any payments to the child's natural parent(s) or guardian by the prospective adoptive parents or their agents.

## **HAITIAN DOCUMENTARY REQUIREMENTS**

Prospective adoptive parents or their attorney should be prepared to present the following documents to the Haitian courts and/or the IBESR: the birth certificates of the adoptive parents; the child's birth certificate; the marriage certificate of the adoptive parents; and if the natural parents of the child are deceased, their death certificates. The IBESR also will require tax returns and police clearances from the prospective parents, as well as medical and psychological reports for the adopting parents and child. The Embassy will send prospective parents a list of the IBESR documentary requirements when the Embassy receives from the BICE an approved Form I-600 or I-600A (these forms are discussed below).

## **AUTHENTICATION OF DOCUMENTS**

The Haitian courts and the IBESR require that documents be translated into French and authenticated by Haiti's consulates in the United States. Addresses

of the Haitian Embassy and Consulates General in the United States are as follow:

In addition, Haiti has honorary consuls located in the following cities that may perform authentication services (consult your local telephone book or operator for the telephone number of the honorary consulate nearest your home): Atlanta, Denver, Detroit, Evansville, New Orleans, St. Louis, San Francisco and Trenton.

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### **U.S. IMMIGRATION REQUIREMENTS**

As discussed above, Haitian law does not allow adoptive parents to take an orphaned child out of Haiti until that child first has been adopted in Haiti. Orphans adopted abroad who have been in the custody of the adoptive parents less than two years require an IR3 or IR4 immigrant visa to enter the United States. The difference between IR3 and IR4 visas is discussed below. Adopted children who have lived with their adopted parents for more than two years come under a different provision of law. You should discuss such cases with an BICE officer or a consular officer for guidance.

As a result of the Child Citizenship Act of October 2000, IR3 visa holders qualify for US citizenship automatically upon entering the United States as long as they are accompanied at the port of entry by at least one of the adoptive parents. IR3 visa holders who are accompanied to the US by an agent acting on behalf of the adoptive parents qualify for US citizenship at such time as the agent delivers the child to the adoptive parents. In order to be eligible for an IR3 immigrant visa the following conditions must be satisfied:

1. One parent is a US citizen, either by birth or through naturalization;
2. The child is under 18 years old; and
3. The child lawfully enters the United States as a permanent resident while in the legal and physical custody of the US citizen parent who has adopted

the child abroad; or in the physical custody of an agent with legal authority to act on the adoptive parent's behalf.

The child will receive an IR4 visa if the parent(s) has (have) not met the child or if the child must be readopted in the United States. Please check with the local BICE office to see if your state requires re-adoption. A child with an IR4 visa obtains citizenship when s/he is in the legal and physical custody of the adoptive parent(s). To apply for US citizenship, the parents of the child should contact the local BICE office after the child's arrival.

### **WHO IS AN "ORPHAN," AND WHAT IS "UNCONDITIONAL ABANDONMENT"?**

Section 101(B)(1)(F) of the Immigration and Nationality Act (INA) is the legal provision under which Americans may bring children adopted overseas to the United States. The law states that (a) an eligible child must be under the age of sixteen at the time that the adopting parents file an immigrant visa petition on the child's behalf; and (b) the child must not have 1) living parents or 2) have only one living parent who is incapable of providing for the child under local living standards; and (c) the child must be irrevocably released for emigration and adoption. A child with two living parents can meet the definition of an orphan only through the disappearance of, abandonment or desertion by, or separation or loss from, both parents.

Abandonment of a child must be unconditional. Agreeing to give a child up for adoption by a specific person does not constitute unconditional abandonment, since the parents are relinquishing custody with the understanding that the child will be cared for and adopted by a particular individual. The Board of Immigration Appeals of the BICE has ruled that a child with one surviving parent who has not been abandoned may qualify for orphan status only if the sole surviving parent is destitute by local standards or is otherwise physically or mentally unable to care for the child. This means that the child may not be classified as an orphan unless the sole or surviving parent cannot provide the child with the nourishment and shelter necessary for subsistence consistent with the local standards of the child's place of residence. The parent must also irrevocably release the child for emigration and adoption.

It is important to note that the Haitian courts and IBESR do not apply U.S. legal standards when classifying a child as an orphan or abandoned. Many children in "orphanages" in Haiti may not meet the standard of U.S. law to be eligible for adoption. Prospective adoptive parents should take care to investigate the status of the child prior to planning an adoption and require that the orphanage or adoption agent provide legal evidence that the child is in its custody and that the child is indeed abandoned or orphaned. Despite a successfully completed Haitian adoption, if further investigation finds that the child is not legally orphaned or abandoned, the child will not be eligible for a visa to immigrate to the United States.

### **U.S. IMMIGRATION PROCEDURES (get started early!)**

Prospective adoptive parents should be aware that whether they identify a child prior to leaving the U.S. or locate a child on a trip to Haiti, certain time consuming procedures must be completed before an immigrant visa can be issued by the U.S. Embassy.

Prospective parents must file Form I-600A, the application for advance processing of orphan petition or Form I-600 (adoption petition) with the Department of Homeland Security Bureau of Immigration and Customs Enforcement (formerly INS) district office having jurisdiction over their place of residence.

The Form I-600A (the application for advance processing of an orphan petition) is filed when the prospective adoptive parents have not yet identified a child for adoption. The Form I-600 (adoption petition) is filed if a specific child has been identified for adoption.

### **I-600A APPLICATION FOR ADVANCE PROCESSING OF ORPHAN PETITION**

Form I-600A is used when the prospective parents are seeking to adopt a child, but have not identified the child they want to adopt. Filing an I-600A form at an BICE office in the United States and receiving approval from an BICE officer in the U.S. prior to traveling to Haiti to visit orphanages is often a means of expediting the overall process.

When filing Form I-600A, the prospective parents must show that they have complied with the pre-adoption requirements of their home state. The BICE office (usually the district office in which Form I-600A was filed) must determine whether federal and state pre-adoption legal requirements have been met. If the adopting parents have an approved I-600A application only, they will need to file form

I-600 adoption petition at the BICE office in Port-au-Prince. Both adopting parents must sign this form; at least one parent must sign the form in front of the BICE officer. Note: there are no provisions in BICE regulations allowing the service to accept I-600 petitions signed by agents with powers of attorney. Consequently, even if an agent is physically accompanying the child to the U.S., the adoptive parents must sign the I-600 petition after the child has been identified.

#### **FORM I-600 ADOPTION PETITION**

The Form I-600 is required in all cases involving an application to bring an abandoned or orphaned child to the United States. It may be filed at any BICE office in the United States.

If the adoptive parents, who may also be referred to as the "petitioner," or "petitioners," choose to file Form I-600 in Port-au-Prince, it must be preceded by an BICE-approved Form I-600A. Moreover, both adopting parents must sign Form I-600; at least one of the adopting parents must sign the petition in front of the BICE officer.

The I-600A and I-600 forms are usually accompanied by:

- a home study of the adopting parents by a recognized social agency in their state of residence;
- evidence of compliance with any state pre-adoption conditions;
- a fingerprint check by the BICE of the adopting parents;
- certified copies of the prospective adoptive parents' birth certificates in the U.S. or other evidence of U.S. citizenship;
- a certified copy of the adoptive parents' marriage certificate (if applicable);
- proof of termination of any previous marriages in the form of certified copies of death certificates or divorce decrees (if applicable).

Once the BICE branch office has approved the I-600A or I-600 petition, they will cable official notice of approval to the Consular Section of the Embassy. In response to the cabled notice of approval, the Consular Section will send prospective adoptive parents a letter acknowledging receipt of the cable and this Adoptions Brochure.

### **THE ROLE OF THE BICE OFFICE IN PORT-AU-PRINCE, HAITI**

The BICE office is located at #30 Rond Point, Port-au-Prince and the phone number is (509) 223-6857. Appointments will be given Monday, Tuesday, Thursday and Friday from 9:00 to 11:00.

The BICE office in Port-au-Prince is responsible for conducting all necessary interviews and investigations to determine that the adopted child meets the definition of an orphan as set forth in the INA. The BICE office in Port-au-Prince will complete a Report on Overseas Orphan Investigation (Form I-604) once it is satisfied that the child meets the statutory definition of an orphan at the time of adoption. **The ease with which fraudulent documents can be obtained in Haiti necessitates that special attention be paid to each and every adoption case. The I-604 investigation process may be quite lengthy; in some cases additional proof that the child is related to the abandoning birth parent may be requested. It is recommended that, prior to their traveling, prospective parents have a representative in Haiti contact BICE for an appointment to begin the I-604 investigation.** Note that neither the BICE in Port-au-Prince nor the Consular Section of the Embassy can consider an application until the cabled official notice of approval is received by the Embassy.

The BICE office in Port-au-Prince may also accept and approve Form I-600 petitions when the I-600A has already been approved by the appropriate BICE branch office in the U.S.

All BICE responsibilities, including completion of the Report on Overseas Orphan Investigation (Form I-604) must be fulfilled before the Consular Section may consider any application for an immigrant visa for the child. Pursuant to the INA,

consular officers can only issue an adoption visa if all U.S. immigration laws and regulations have been satisfied.

## **DOCUMENTS YOU SHOULD BRING TO THE BICE OFFICE IN PORT-AU-PRINCE**

1. The child's *Extrait de l'Acte de Naissance* (birth certificate) from the *Archives National d'Haiti*.
2. An *Extrait des Minutes de Greffe* of the *Tribunal de Paix* having jurisdiction over the domicile of the child.
3. An *Autorisation d'Adoption* from the *Institut du Bien Etre Social et de Recherches* (IBESR), located at 18 Avenue des Marguerites in Port-au-Prince, tel. 509-245-0271, indicating that the adoption conforms with the laws of Haiti. This issuance of an IBESR attestation is predicated on the parents' satisfying IBESR's requirements, which are contained on a list which the U.S. Embassy will forward to all approved adoption petitioners. Certain IBESR requirements can be satisfied by elements of the petitioner's home study.
4. An *Acte d'Adoption* by the *Tribunal Civil* having jurisdiction over the domicile of the child.

5. English translations of all Haitian civil documents listed above.

## **SCHEDULING APPOINTMENTS WITH THE U.S. CONSULAR OFFICER**

Prospective parents should meet with the consular officer for an immigrant visa interview **only after concluding the BICE interview**. Interviews must be scheduled in advance by the prospective adoptive parents, and take place at 7:30am from Monday through Friday. The prospective parents and the child should report to American Citizen Services waiting area at the Consular Annex and explain at the window that they have come to process an adoption. The parents will then be directed to the cashier's booth to pay the required fees (\$335 beginning June 1, 2002).

At the interview, the consular officer must see the adopted child. If the documents are in order and the application is approved, a visa will be issued to the adopting parents or their representative generally on the same business day. Visas are handed out between 2:00 and 3:00 p.m. on regular business days. The Embassy cannot guarantee issuance of the visa in advance of the interview. The

Consular Section recommends that adopting parents purchase open airline tickets to allow for unforeseen delays.

## DOCUMENTS YOU SHOULD BRING TO THE CONSULAR ANNEX

For an IR3 or IR4 immigrant visa the child will need:

1. A Haitian passport reflecting the child's legal name as shown on the Acte d'Adoption.
2. Three "immigrant visa" photographs, which show 3/4 of the child's facial features, including the right ear against a white background. The face of the child on the photo should measure approximately one inch from the chin to the top of the hair. Note: the U.S. Embassy cannot accept "passport" photographs, which only show a frontal image of the face.
3. A medical report, including vaccinations (unless a vaccination waiver is requested), from an Embassy approved panel physician. Note: the physician can perform the required medical examination only if the adopted child is in possession of a valid Haitian passport.
4. Form OF-230, the biographical data sheet for the child, completed by an adopting parent in the name of the adopted child. A copy of this form is included in the Embassy's mailing to prospective parents after the receipt of the cabled notice of approval. Additional copies are available at the U.S. Embassy in Haiti.
5. The Affidavit of Support (Form I-864), 1040s and W-2s for the past three years, and evidence of current employment, such as a letter of employment or check stubs. Part 864A of the Affidavit of Support, part I-864A, must be signed by both parents as indicated.
6. The child's *Extrait de l'Acte de Naissance* (birth certificate) from the *Archives Nationales*.
7. An *Extrait des Minutes de Greffe* of the *Tribunal de Paix* having jurisdiction over the domicile of the child.
8. An *Autorisation d'Adoption* from the *Institut du Bien Etre Social et de Recherches* (IBESR), located at 18 Avenue des Marguerites in Port-au-Prince, indicating that the adoption conforms with the laws of Haiti. This issuance of an IBESR attestation is predicated on the parents satisfying IBESR's requirements, which are contained on a list which the U.S. Embassy will forward to all approved adoption petitioners. Certain IBESR requirements can be satisfied by elements of the petitioner's home study.
9. An *Acte d'Adoption* by the *Tribunal Civil* having jurisdiction over the domicile of the child.
10. The approved Report on Overseas Orphan Investigation (I-604). Adopting parents should ensure that BICE-Port-au-Prince has forwarded this document along with the approved I-600, if filed locally, to the U.S. Embassy Consular Annex in advance of their appointment with the consular officer.

**Note:** To obtain Form I-604 from the BICE, the adopting parents must show proof that the child is an "orphan" as defined under the Immigration and Nationality Act. To do so, the adopting parents or their agent must demonstrate that either (1) the child has no parents due to the death or disappearance of, abandonment or desertion by, or separation from or loss of both parents, or (2) the sole surviving parent is unable to provide proper care for the child and, in writing, has irrevocably released the child for adoption and immigration.

11. If the adopting parents have an approved I-600A application only, they will need to file Form I-600 with BICE Office in Port-au-Prince and bring the approved form to the Consular Section at the time of the interview.
12. For **IR3** visas, prospective adoptive parents must show evidence that both adoptive parents, if the petitioners are a married couple, have personally observed the child prior to the issuance of the visa. For **IR4** visas, prospective adoptive parents must provide a written, notarized statement attesting that they intend to re-adopt the child according to the laws of their U.S. state of residence. An additional statement must be provided from their state's Bureau of Health and Family Services (or equivalent body) to the effect that all pre-adoption requirements have been satisfied (this usually exists as part of the home study).

**Note:** Since Haitian law requires that all adoptions be completed in Haiti before a child may depart the country, the distinction between the IR3 and IR4 category of visas is based on whether both parents have met the child prior to the issuance of the visa and, thus, whether the child must be re-adopted in the parents' state of residence to comply with U.S. law. IR3 visas are issued when both parents have completed all requirements for adoption in both the U.S. and Haiti. IR4 visas are issued in cases where the child must be readopted in the U.S. IR4 visas require that either: (a) the I-600A be filed and approved by the BICE branch office in the U.S. and one parent travel to Haiti to file the I-600 with the BICE in Port-au-Prince and complete the process at the BICE and Consular Section of the Embassy, or; (b) the I-600A and I-600 be filed at an BICE branch office in the U.S. and a representative with power of attorney for both parents

complete the process in Haiti at the BICE and the Consular Section of the Embassy. In case (a), the parent remaining at home must sign the I-600 in advance.

13. Sufficient funds to satisfy all applicable fees. The U.S. Embassy Consular Section cashier is not authorized to accept checks or credit cards.

## **FEES**

**I-600 and I-600A fees:** Effective June 1, 2002, \$460 is required to file an I-600 or I-600A petition. This fee is usually paid to the BICE office in the U.S. where the I-600 or I-600A is filed. If you have a valid I-600A and file an I-600 within eighteen months of the approval of the I-600A, no fee will be charged for the I-600 provided you are only petitioning for one child or for siblings. If you are petitioning for more than one child and the children are not siblings, the I-600 fee will be charged.

**U.S. State Department authentication fee:** If you are having documents authenticated by a U.S. consular officer, there is a fee of \$30.00 per document.

**Medical Examination:** The adopted child must have a medical examination performed by one of the U.S. Embassy's panel physicians before the immigrant visa can be issued. The adoptive parents must pay the cost of this medical examination. The fee is \$20.00 for children 0-14, plus additional costs for vaccinations. Note that the vaccinations may be waived for completion in the United States.

**U.S. Immigrant Visa Fee:** Effective June 1, 2002, the fee for the immigrant visa is \$335.00, and may be paid either in U.S. dollars or local currency. This \$335 fee does not include medical examinations, costs of documents, the petition, etc.

## **ADDITIONAL INFORMATION**

Prospective adopting parents should consult BICE publication No. M-249, "The Immigration of Adopted and Prospective Adoptive Children" and the Department of State information flyer entitled "International Adoptions."

**AMERICAN EMBASSY ASSISTANCE**

Upon arrival in Haiti to try to arrange an adoption, U.S. citizens should register at the U.S. Embassy's American Citizen Services (ACS) Unit. The ACS Unit can provide information about any outstanding travel advisories and lists of physicians, attorneys, interpreters and translators. The ACS Unit is located in the Consular Section at 104 Rue Oswald Durand, Port-au-Prince, Haiti. Telephone: 011-509-223-6440; fax: 011-509-223-9665.

**QUESTIONS:** Specific questions regarding adoptions in Haiti may be addressed to the Consular Section of the U.S. Embassy. You may also contact the Office of Children's Issues, U.S. Department of State, Room 4800 N.S., 2201 C Street, N.W., Washington, D.C.

20520-4818, telephone (202) 736-7000 with specific adoption questions.

## **24 HOUR INFORMATION SOURCES**

### **Telephone:**

- Office of Children's Issues -- Recorded information regarding changes in adoption procedures and general information, (202) 736-7000.
- State Department Visa Office -- Recorded information concerning immigrant visas for adoptive children, (202) 663-1225.
- Immigration and Naturalization Service -- Recorded information for requesting immigrant visa application forms, 1-800-870-FORM (3676).

### **Automated Fax:**

- From the telephone on your fax machine, call (202) 647-3000 for the full text of the office's international adoption information flyer, [International Adoptions](#).

### **Internet:**

- The Consular Affairs web site, at <http://travel.state.gov>, contains international adoption information flyers and the "International Adoptions" circular. You can also look for more information on [usembassy.state.gov/haiti](http://usembassy.state.gov/haiti).

## **Other Information:**

- Consular Information Sheets – Published by the State Department and available for every country in the world, providing information such as the location of the U.S. Embassy, health conditions, political situations, and crime reports. The information is available 24 hours a day by calling the State Department's Office of Overseas Citizens Services at (202) 647-5225. The recordings are updated as new information becomes available, and are also accessible through the automated fax machine and the Internet web site, as above.

## **HAITIAN LEGAL REQUIREMENTS ADOPTION CHECKLIST**

The following is a list of documents required by the Institut du Bien-Etre Social et de Recherches (IBESR), the Haitian Government agency which investigates and approves adoptions in Haiti.

### **FOR THE CHILD BEING ADOPTED**

- a. Three identity photos
- b. A Haitian legal document called the "Certificate of Abandonment" for biological mother and father (if known)
- c. The child's birth certificate
- d. The natural parent(s) death certificate(s), if applicable
- e. The child's "social history," which is a statement prepared by a social worker appointed by IBESR, stating how the child became an abandoned child
- f. A psychological evaluation of the child
- g. The natural parents' relinquishment of parental rights. If the parents are deceased, the surviving relatives or legal guardian must issue this document
- h. A complete medical report which includes tests for tuberculosis, HIV and sickle cell anemia

### **FOR THE ADOPTING PARENTS**

- A. A statement from the adoptive parents that they plan to adopt a child in Haiti
- B. Three identity photos of the parents
- C. Each parent(s) birth certificate
- D. The parent(s) marriage certificate (not required of single adoptive parents)

- E. An original notarized power of attorney to whomever is acting on the parents' behalf in Haiti (a fax copy is not sufficient)
- F. A report from the adoptive parent's U.S. state of residence indicating that they are authorized to adopt a child
- G. Financial documents, including tax returns, job letters, notarized bank account documents and copies of deeds and mortgages (we suggest forwarding your Form I-864 Affidavit of Support with the requisite attachments)
- H. An evaluation of the household environment in which the adoptive child will live
- I. A statement from a competent police authority in the adoptive parent(s) town of residence indicating the absence of a criminal record
- J. Medical examination reports for both adoptive parents
- K. A psychological evaluation report of the adoptive parents
- L. Two reference letters

These requirements may be satisfied by the items in your home study

**Note: All documents written in English must be a) translated into French and b) notarized by a Haitian consul in the U.S.**

#### **LIST OF HAITIAN ATTORNEYS WHO HANDLE ADOPTIONS**

##### **Marie Conceptia AUSTIN**

24, Rue Garoute , Pacot

Port Au Prince, Haiti

Phone: 245- 5099

##### **Philippe BELOT**

Cabinet Michel D. Donatien

6, Impasse Baron, Turgeau

Port-au-Prince, Haïti

Tel: (509) 557-1292/256-6705/245-5577/401-4742/401-4406

150 Rue du Peuple

P.O. Box 2495

Port Au Prince, Haiti

Phone: 223 9414

**Gerard EVEILLARD**

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Phone: 245 0780

**Raymond GUILLAUME**

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**Herriot MALEBRANCHE**

Ave. Marie Jeanne

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102, Rue Bonne Foi  
Port Au Prince, Haiti  
Phone: 222 3433

**Rossini MALEBRANCHE**

Ave Marie Jeanne  
Cite de l' Exposition  
Port Au Prince, Haiti  
Phone: 222 0157/223- 2874

**Jean Frederic SALES**

16, Rue Eden  
P.O. Box 211  
Port Au Prince, Haiti  
Phone: 222 2818/222 0316

**Georges TALLEYRAND**

159, Rue des Miracles  
P.O. Box 1263  
Port Au Prince, Haiti  
Phone: 222 0150

**Andre VILLEJOINT**

92, Rue Montalais  
P.O. Box 252  
Port Au Prince, Haiti  
Phone: 222 1651/ 223 8174

**ORPHANAGES RECOGNIZED BY THE IBESR**

The American Embassy cannot recommend any particular orphanage, nor can it assure that the information contained in this list is correct. If an agency is licensed in the US, you may wish to contact that state's licensing board. If you discover that names, addresses, or telephone numbers have changed, please let us know so we can update our list.

**Brebis de Saint-Michel de L'Attalaye**

Delmas 31 # 35  
P.O. Box 13131 HT 6120  
Delmas, Haïti

**Centre Chretien de l'enfant Haitien**

Delmas 65, Rue Jasmin Henoc # 21

Port Au Prince, Haiti  
Tel: **(509)** 249-0122  
Director: M. Luc Edna

**CHO-Christian Haitian Outreach**

Mariani-Micasa, rue l'union # 10  
Carrefour, Haiti  
Tel: **(509)** 234-3110/234-3763  
Director: Ms. Eleono Workman

**Creche "Amour"**

Delmas 65  
21, rue Jasmin Henec  
Port Au Prince, Haiti  
Tel: **(509)** 249-0122 / 249-8034  
Director: Mme. Marie G. Duperval Edma

**Creche "Emmanuel"**

Delmas 75  
2 Bis, rue Epervier  
Port Au Prince, Haiti  
Director: Mme. Leveille

**Creche "Harmonie"**

Laboule 19  
Petion-Ville, Haïti  
Tel: **(509)** 255-7626 / 558-7136  
Director: Mme. Janina Eveillard

**Creche "L'Eau de Vie"**

Thomassin 29  
Dernière Maison Blanche A Gauche  
Après le Cimetière

Petion Ville, Haiti

Tel: **(509)** 246-0829

Director: Jeilefield Michael

**Creche "Les Enfants d'abord"**

18, Avenue du Chili

Pacot

Tel: **(509)** 245 5099/556 9008

Director: Marie C. Austin

**Creche "Maison d'Espoir"**

Delmas 40B

Rue Marcadieu et Pétion # 3

Port-Au-Prince, Haiti

Tel: **(509)** 249-2537/401-4463/557-6421

Director: Myrlande Jean & Yolette Vital

**Creche "Maison de l'Esperance"**

Delmas 75

16, rue Fontenay

Port Au Prince, Haiti

Director: Marie Joseph Cecile Gabathuler

**Creche "Notre Dame des Victoires"**

Lalue 128

Port Au Prince, Haiti

Tel: **(509)** 245-6506

Director: Sr. Marie Veronique

**Enfant Haitien, Mon Frere**

141, ave Christophe

Port Au Prince, Haiti

Tel: (509) 222 9281

Email: ehmf@transnet.com

Director: Pere Jean Claude Lespinasse

**Foyer La Nouvelle Vie**

105, rue Villate

Place Boyer

Petion Ville, Haïti

Tel: (509) 255-7082/558-1863/404-6236

Director: Mme Maudette Jn. Baptiste

e-mail: [yvasamedy@hotmail.com](mailto:yvasamedy@hotmail.com)

**Foyer De La Nouvelle Vie**

49, Rue Duncombe

Bois Verna

Port-Au-Prince, Haiti

Tel: (509) 245 1826/245-4472/255-7082/401-1211

Director: Mme Maudette Jn. Baptiste

E-mail: [yvasamedy@hotmail.com](mailto:yvasamedy@hotmail.com)

[gina\\_cl@yahoo.fr](mailto:gina_cl@yahoo.fr)

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**Fondation Pour Les Enfants D'Haiti**

Delmas 75

Rte Fragneau Ville

Port-au-Prince, Haïti

Tel: (509) 246-5056/246-1960

Email: [feh@hainet.net](mailto:feh@hainet.net)

**Foyer de Sion**

34, Impasse Ridoré

Ave. Magloire Ambroise

Carrefour Feuilles

Tel: **(509)** 222-9283/404-0159

Email: Sion-in-haiti@yahoo.com

Director: Mardy Guesno

**Foyer Saint Michel/Creche Notre Dame de Protection**

Santo 5

Tel: **(509)** 238-4622

Director: Pierre Yvenus/Gaby Allonce

**God's Littlest Angels**

Thomassin 32

Tel: **(509)** 255 7846; 511 6475; 401 0155

Director: Dixie Bickel, RN

**Greater Works Home for Girls**

Delmas 33, Rue Roumain No. 26

Tel: **(509)** 246-1701

Director: Rev. Ada M. Porter

**Haiti Home for Children**

Hôpital Espoir, B.P. 13249, Delmas

Tel: **(509)** 222-2922; 246-5056; 246-1944

Director: Gladys Sylvester, Adeline Colas, Marie Figaro

**Heart of God Ministries (Krèch Kè Bondye-HAITI)**

Mahotièrè 75 #5

Zone Simalo, Carrefour

Port-au-Prince, Haïti

Tel: **(509)** 234-3161/555-5273/ 403 6980

E-mail: director3000@yahoo.com

E-mail: [hgm@haitelonline.com](mailto:hgm@haitelonline.com)

Director: Jesper Sinéus

**Heart of God Ministries (US)**

2820 N. Kennicott Ave.

Arlington Heights, IL 60004

Tel: (847) 870-0977

E-mail: [president@hgm.org](mailto:president@hgm.org)

[Adoption@hgm.org](mailto:Adoption@hgm.org)

Rev. James Glynn, President

Marjorie Glynn, Vice-President

**Horizon de l'Espoir**

Thomassin 37 A

Route de Kenscoff

Petion-Ville, Haïti

Tel: (509) 402-1646 / 404-0166

Director: Mme. Kathelen Douyon

**Maison Des Anges**

2, rue Theodule, Bourdon

Tel: (509) 510-7832

Director: Mr. Lesly Maximilien

**Maison Des Enfants De Dieu**

**(Precious in His Sight)**

Delmas 31, Rue Lassegue #16

Tel: (509) 246-3215/402-6326/403-2157

E-mail: [annette@precious.org](mailto:annette@precious.org)

Director: Pierre Alexis

**Maranatha Children's Home**

Clercine 19 #6, Tabarre

Tel: (509) 238-3615/238-0990/511-3532/554 0990

e-mail: John@heartlinehaiti.org

Director: John Mc Houll

**Maranatha Children's Home**

Tel: (509) 556-9340/249 3880

Director: Delourdes Pierre

**Marie Porte du Ciel**

Ti Charit, Quartier Morin

Tel: 001-809-621-0173

Director: Soeur Claire Daneau

**Mercy And Sharing**

Tabarre 16

2, rue Pierre-Louis

Tel: (509) 510—4730 / 403-4204

Director: Susan Scott Krabacher

**Missionaire de la Charite**

Delmas 31, Rue B Larnage B.P. 13107

Port Au Prince, Haiti

Tel: (509) 246-2321

Director: Sister Immacula

**New Life Link**

80, rue Fort Mercredi, Bolosse

Port-au-Prince, Haïti

Tel: (509) 221-5000/401-7989

Email: jacobbernard@newlifelink.org

Director: Dr. Jacob F. Bernard

**Nid d'Amour**

2, Impasse Noel

Laboule 23

Petion Ville, Haïti

**Tel: (509) 255-7410**

Director: Margaret Dessources-Brierre

**Nid d'Amour**

P.O. Box 11188

Carrefour, Haïti

**Tel: (509) 405-6949/238-1058/558-4106/554-4258**

Email: haitib@aol.com

168 Gutbrodt Rd

Melrose, NY 12121

**Tel: (518) 753-6618**

Director: Margaret Dessources-Brierre

**Nid des Enfants de Marie**

24, rue Pacot, Pacot

Port-au-Prince, Haïti

**Tel: (509) 245-2555**

Director: Mme. Micheline Fontelus

**Rainbow of Love**

Delmas 75, Rue Fragneau-Ville

Port Au Prince, Haiti

**Tel: (509) 246-2721--249-0221**

Director: Mme. Gladys Sylvestre

**Solidarite Timoun**

Tel: (509) 401--8466

Director: Betty Gouy

**Sourire d'Amour**

Rue Borno

Petion-Ville, Haiti

Director: Inesse Joseph

**St Joseph Boy's**

Delmas 91, Rue Herne # 48

Petionville, Haiti

Tel: (509) 257 4237

Director: Frere Joseph Jeilenfield

**Village D'Enfants Sos**

Balan Cap-Haitien

Tel: (509) 262-1317/262-1281

Director: Tercius Charles

**Village D'Enfants Sos**

Petit Place Cazeau

Tel: (509) 246-3279/246-0280

Director: Marjorie Goussaint/

M. Goby Deronnette/M. Norbert J. Bernard

**Village D'Enfants Sos**

Santo 19

Tel: (509) 238-1134

Director: Pierre Michel Andre

## **U.S. EMBASSY PANEL PHYSICIANS**

The following physicians are authorized by the U.S. Embassy to perform immigrant visa medical examinations:

Dr. Jean Héhold Buteau

Centre Médical 17-19, Chemin des Dalles

Port-au-Prince, Haiti

Tel: 245-1719

Dr. Yvon Isaac and Dr. Ghislaine Jean-Baptiste

Hopital Adventiste d'Haiti

Diquini, Haiti

Tel: 234-0521

Dr. Michel Théard

31 ave Charles Summer, a coté OAVCT

Non loin de l'Eglise du Sacré Coeur

Port-au-Prince, Haiti

Tel: 245-0583, 245-4545, 510-4545