



## Scope of Practice: Azerbaijan Program

Adoption ARK is a registered adoption service provider with the Azerbaijan Central Authority. Azerbaijan is a pilot adoption program.

### Adoption ARK

- Provides initial adoption consultation
- Reviews program requirements with the prospective adoptive family
- Provides dossier instructions and dossier forms to prospective adoptive family
- Assists with dossier preparation
- Reviews the home study (if the home study agency is not Hague accredited, Adoption ARK provides supervision and approves the home study)
- Assists with USCIS process, providing step-by-step instructions
- Coordinates registration of the dossier with the Azerbaijan Embassy
- Coordinates dossier shipment, translation, and submission to the Central Authority of Azerbaijan
- Communicates with an in-country attorney who receives a referral from the Central Authority of Azerbaijan
- Coordinates translation and provides the available information to adoptive family
- Assists with travel logistics, helps with arranging lodging (if requested by prospective adoptive family), transportation and translation
- Provides assistance while the prospective adoptive family is traveling, via in-country attorney, and provides emergency contact in the U.S.
- Helps to prepare prospective adoptive family for the American Embassy appointment prior to travel
- Provides post adoption support and supervises preparation & submission of post placement reports to the proper authorities
- **Adoption Ark does not refer or place children for adoption**

### Home Study Agency

- Interviews the prospective adoptive family
- Obtains clearances, background information, medical reports, references on the prospective adoptive family
- Writes home study report and grants adoption approval (at State level)
- Provides post placement / post adoption supervision

### Department of Homeland Security/USCIS /US Embassy Overseas

- Reviews home study and conducts a more comprehensive background check
- Issues approval for international adoption (at Federal level)
- Investigates the child orphan status
- Issues a U.S. visa

### Foreign Attorney

- Submits documents to the Central Authority in Azerbaijan
- Obtains referral and coordinates translation of referral
- Obtains permits from all relevant organizations
- Submits documents for court
- Represents clients in court
- Coordinates, provides translation and transportation assistance while the family is traveling
- Assists with preparation for the American Embassy interview

**Due to the nature of international adoption, all information contained herein is subject to change without notice.**

