



Post Adoption Reports: CHINA

This information should be used by the adoptive family and post adoption report agency

1-month contact visit and report: Nightlight requires that you have a visit with your social worker within 1 month of arriving home with your child(ren). The social worker will need to complete a one-month visit form and submit it to Nightlight. Since this report is only required by Nightlight, it will not need to be notarized and you do not need to submit a photo collage.

[1-month Contact Form Instructions for Agency and Visit Questionnaire](#)

[1-month Contact Form \(for Post Adoption Agency to complete and submit\)](#)

Nightlight staff, please complete the 1-month report form in SAM

Agency Completed Reports: Due in country **6 months, 1 year and 2 years** after the child arrives home. Due to Nightlight 1 month before the country due date.

Report Template: China requires a specific template that is provided on our webpage in a Word version. There is information on the first page that you will need to email the Post Adoption Coordinator to obtain such as dates and the name of the child welfare institution. Please keep reports 3-4 pages maximum, unless it is a combined sibling report or the family has significant circumstances to report. These reports are translated by page and this helps save on costs.

Siblings: A separate report, and photographs, must be completed and submitted for *each* child.

Self-reporting: 3 years, 4 years, and 5 years after adoption

CCCWA continued self-reporting: China also requires that all families continue submitting annual updates with photos and an optional written update through an online portal that families will need to register in. **These will begin at 6 years after adoption and be submitted annually until the child's 18th birthday.** We will send yearly reminders with instructions for these and your family will be responsible for submitting these updates directly to CCCWA.

Photograph Requirements:

Adoptive family, please gather eight recent photos, some of which should include the adopted child with both parents. They should be taken on different dates and you must include captions and dates with each photo, such as "Eli playing in backyard with sister, McKenzie, 6/13/20". Please include photos of any talents, dance, art, musical instrument, sports, or interest your child has. Arrange in a 1-2 page collage in a Word document (or similar) and e-mail these pages to your Post Adoption Coordinator.

*Note **6 month report photos** – They should include 1-2 photos taken in China during the registration procedure (Gotcha Day).

Post Adoption Report Submission:

Agency to do:

- Print** and sign 1 report *per child*
- Notarization** is not necessary



- Attach** your agency license and social work license for who conducted the report, if applicable
- E-mail** report(s) to the Post Adoption Coordinator and adoptive family (no hard copies are necessary)

Family to do:

- E-mail** your photographs along with the descriptions to the Post Adoption Coordinator
- If the adoptee is 10 years old:** An essay written by the adoptee describing his/her, life in the adoptive family, schooling, as well as relationships with his/her classmates, teachers, etc. A guide for this essay is included in this packet. **NOTE:** *If the adoptee is unable to write the report due to physical/mental development limitations parents may ask the adoptee questions and write their answers. Please put a statement at the beginning of the letter explaining the reasons the child could not write the report themselves.*
- E-mail** copies of any awards, honors, certificates that your child achieved since the last report.
- E-mail** a copy of your Adoption Registration, US Certificate of Citizenship, and Child's Birth Record (notary booklet) to your Post Adoption Coordinator **by the 6 month report visit**

Post Adoption Coordinator:

Kenneth Nehrbass
767 Lane Allen Road
Lexington, KY 40504
kenneth@nightlight.org
(859) 263-9964