

Instructions for Completing the DS-230

Please complete the DS-230 either on your computer or with legible print. All items must be completed. If the item does not apply please enter N/A or None.

You will need to include a photocopy of your child's translated (English) referral documents with the Form DS-230 along with a passport sized photo of the child.

IMPORTANT: Please remember to include along with your form DS-230 a passport sized photo of the child. The photograph should be printed on glossy photo paper. The adoptee should be shown in full frontal view, with full head, from top of hair to bottom of chin. ***This must have a blank background.*** We suggest you use the headshot-style photo included in the referral documents. Just resize and crop as best you can to approximate the 2x2 size. ***You must print on glossy photo paper.*** Please write the child's name on the back of the photo. Please also paperclip the photo to your form – do not staple.

Please read the instructions carefully prior to completing the form. If one spouse is traveling, please ensure that the information for petitioner 39 & 44 are listed as the spouse traveling to China.

DS-230 Instructions for completion

1. Adopted Child's Chinese Name: Last, First Middle (please place both the first and middle names in the first name blank, separated by a space, both names capitalized)
2. Other Names used: N/A
3. Full Name in Native Alphabet: N/A
4. Child's DOB: Enter Adopted Child's DOB
5. Child's Age: Enter Child's Age
6. Child's Place of Birth: Please enter the City, Province and Country where the orphanage is located. (orphanage city, province, P.R. China)
7. Nationality: Chinese
8. Gender: Please enter the child's gender
9. Marital Status: Single
10. Permanent Address intended to live: Please enter the Adoptive parents' names, address & phone number where the child will reside in the U.S.
11. Green Card: Please write - same as # 10
12. Present Occupation: Please write: Minor Child – N/A
13. Present address: Please enter the address and telephone number of the adopted child's Orphanage. Even if the child is in foster care – the address will be the orphanage address as this is the entity that holds official custody. For office number put N/A
- 14.-18. Spousal information: N/A
- 19.-23. Father's Family Name, DOB/Place of Birth/Current Address: This is the adoptive father's information.
- 24.-28. Mother's Family Name at Birth, DOB/Place of Birth/Current Address: This is the adoptive mother's information.
- 29.-32. N/A

33. If your child is under 7 years old, you will write N/A for schools. If your child is 7 years or older, you will need to indicate the name of the school and subjects being studied. Please check the file for this information.

If the child attends school through the welfare institute, please write “School of _____ Welfare Institute. If the child attends a public school, include the name. If no specific name is given, simply state “Public School of _____ City.” Also indicate the city and province for the location.

Under dates attended, write 06/_____ (first year of school) to present.

Under “Course of Study” include any subjects listed in the referral documents. If no specific subjects are indicated in the file, include math, Chinese, and arts. For languages spoken or read, write Chinese.

34. No

35. N/A

Signature of Applicant – One parent should sign this when filling out the form, and date it. They should also write “(adoptive parent)” next to their name.

36. Last Name, First Name, Middle Name: Enter the adopted child’s name (please place both the first and middle names in the first name blank, separated, both names capitalized)

37. Other name used: Enter N/A

38. Full Name in Native Alphabet: Enter N/A

39. Name and Address of Petitioner: Enter the adoptive parent’s information here that will sign the document. Adoptive Parent Information – name and address/telephone number

40. Letters A through L are all NO

41. Answer is No

42. Answer is No

43. A. Have you ever applied for a SS card – No; Do you want the SSA to assign you a SSN and issue a card? ***This answer is at the discretion of the family. If you mark “yes”, your child’s SS card will be in their Chinese name.***

B. If you answer yes to issuing a SSN – you will need to answer yes to 43b

44. Yes. The adoptive parent completing and signing the form should enter their information here – Full name, Father/Mother, address, city, state, zip code.

45. **DO NOT COMPLETE or SIGN**

Attachments:

- Referral documents (English only).
- Passport sized photo of child.