

## Certificate of General Physical Examination

You will find the Certificate of General Physical Examination in the Appendix of this manual. You should use this form for your dossier. Here are some important points to keep in mind:

- All tests **MUST** be completed. Not Applicable is an unacceptable answer. If we receive a medical form with Not Applicable or N/A as a test result, your dossier will be held until updated Information is received.
- The China Center for Children's Welfare & Adoption (CCCWA) requires that all dates must be filled in and all questions must be answered or circled.
- If any operations are listed, please have your physician include the date the operation was performed. The year of the operation will suffice.
- Make sure that the handwriting is legible. CCCWA has stated that if any part of the medical form is illegible, they will return it. This is could cause a very long delay!
- **All dates on the medical form must be 6 months old or less** before being authenticated at the Chinese Consulate. This includes all test dates as well as the exam date. (12 months or less when submitting your dossier to China).
- Make sure that there is a notary onsite at the doctor's office. If not, then you will need to arrange for a traveling notary to accompany or meet you there. You may find a traveling notary at [www.123notary.com](http://www.123notary.com). The notary must witness the doctor's signature and sign and notarize the document properly on the same day. Most likely, the doctor will not sign the form on the day your exam is performed, as the doctor will need to wait on your test results to sign the form. Check with your doctor's office to see if they have a notary on site.
- The notary date and doctor's signature date must be the last dates on the document. The doctor cannot sign and date the document until all other dates are filled in.
- The Certificate of General Physical Examination must be completed by an MD or DO. Per CCCWA requirements, physical forms completed by a Nurse Practitioner or Physician's Assistant will not be accepted.

## Doctor's Letters

There are certain conditions that will necessitate obtaining a notarized letter from your doctor to further explain your medical information:

- If there are any special operations or illnesses listed on your medical form
- If you take any medication other than **vitamins, allergy medications or birth control**.
- If you take medication for a serious or rare condition, you must have a doctor's letter to address this medication and condition.
- If ANYTHING is circled ABNORMAL on the medical form, even if the doctor has written an explanation on the form.

### **Doctor's letters must include the following:**

- The doctor's letterhead
- A date
- The doctor's signature
- The letter **MUST** be notarized. It does not need to be certified and authenticated.
- The letter must address the treatment, prognosis, any current treatment, and if it will affect your parenting abilities.

When in doubt, please ask your Dossier Consultant or go ahead and have the doctor write a supplemental letter. It is better to be proactive in these situations than to have the CCCWA request additional documentation once your dossier has been submitted. This could delay your referral!