

HELPING PEOPLE HELP THEMSELVES

# *Legal-Eaze*™

International Adoption Specialists LLC

[www.Legal-Eaze.com](http://www.Legal-Eaze.com)

## COMPLIMENTARY “DO-IT-YOURSELF” CITIZENSHIP KIT

Revised as of 12/15/11

*E Pluribus Unum - From Many, One*  
-- Motto of the United States of America



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*Readoption Office: 4209 Bluff Harbor Way, Wellington, FL 33467 • (561) 324-9371 • [Readoptions@legal-eaze.com](mailto:Readoptions@legal-eaze.com)*

*Main NYC Office: 366 Amsterdam Avenue, Suite 275, New York, NY 10024 • (845) 642-2990 • [NYoffice@legal-eaze.com](mailto:NYoffice@legal-eaze.com)*

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## U.S. Proof of Citizenship

Dear Parents:

### *E Pluribus Unum - From Many, One*

*-- Motto of the United States of America*

The Child Citizenship Act of 2000 became effective on February 27, 2001. Beginning on that date, **certain, not all**, foreign-born children – including adopted children – currently residing in the U.S. acquired citizenship automatically. These children immigrated to the U.S. under an IR-3 visa. Since that time, all children arriving in the U.S. under an IR-3 visa are automatically U.S. citizens the moment they pass through Immigration. If your child arrived in the U.S. under an IR-4 visa (meaning that the single parent or both parents did not physically see the child before the adoption), then U.S. Citizenship **was not** granted (this also applies to any child who immigrated before February 27, 2001, under an IR-4 visa).



To verify which visa your child was issued, look in your child's foreign passport on the page where Immigration placed its stamp. You will see the visa designation (IR-3 or IR-4) in addition to your child's Alien Registration Number (number beginning with the letter "A".) Parents of children from Guatemala especially should check their child's passport as most children from Guatemala arrived on IR-4 visas. If your child has an IR-4 visa, he or she must be readopted in your home state in order to become a U.S. citizen. Please feel free to contact Legal-Eaze at [readoptions@legal-eaze.com](mailto:readoptions@legal-eaze.com) to request information on readoption.

On March 1, 2003, the Immigration and Naturalization Service ("INS") began reporting to the U.S. Department of Homeland Security, and its name was changed to the Bureau of Citizenship and Immigration Services ("BCIS"). On November 1, 2003, the name was again officially changed to U.S. Citizenship and Immigration Services ("USCIS") and a new website was launched at <http://www.uscis.gov>.

Once citizenship is acquired, either by passing through Immigration with an IR-3 visa, or by readopting with an IR-4 visa, you **still** need to obtain proof of citizenship for your child. For all IR-3 visa children arriving in the U.S. after January 20, 2004, a Certificate of Citizenship ("COC") will automatically be sent to you. You no longer have to apply for a COC for your child. For any child who arrived in the U.S. before January 20, 2004, or any child arriving on an IR-4 visa (even after January 20, 2004), a COC can be obtained by filing [Form N-600](#) (if you reside outside the U.S. with your child, you would file Form [N-600K](#)). You, as the child's parent (one or both of whom are U.S. citizens), must file Form N-600, Application for Certificate of Citizenship on behalf of your child.

Current as of December 15, 2011, the fee for Form N-600 on behalf of an adopted child is \$550. Print out the first page of instructions from the USCIS website above and send it with your application so USCIS staff will know the current requirements. It specifically states that a COC application for an adopted child is \$550 (not \$600 as for regular applicants).

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Re: **U. S. Proof of Citizenship**

To make filing for proof of U.S. Citizenship for your child as easy as possible, we've put together a Citizenship Packet for you to use with our compliments. It is designed to be completed by hand and mailed directly by you to USCIS. The sample letter can be mailed to your local USCIS office (the same office you sent your initial I-600A application to, provided you haven't moved). The USCIS office in New York City is located at 26 Federal Plaza, New York, NY 10278, and can be used for those families living in the following New York counties: Bronx, Kings (Brooklyn), New York City (Manhattan), Queens, Richmond, Nassau, Suffolk, Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester. If you live anywhere outside this area, you can find the address for your local USCIS Field Office at the [USCIS Office Locator](#).

The Constitution gives many rights to citizens and non-citizens living in the U.S. However, there are some rights the Constitution only gives to citizens, like the right to vote and having a U.S. passport and U.S. Government protection and assistance when abroad.

You should be aware that the 1996 Immigration and Naturalization Act included, among other things, a provision requiring automatic deportation of non-citizen immigrants who are convicted of a felony charge. This means that an adopted child, arriving on an IR-4 visa, who fails to get U.S. citizenship by the time he or she is 18 years old, could be sent back to his or her country of origin following any felony conviction; e.g. a second DUI.

Therefore, it is imperative that any child arriving on an IR-4 visa go through the readoption process in his or her state as soon as possible. Your child then becomes a U.S. citizenship upon the issuance of the Certificate of Adoption in your state. Once this is completed, you can then file for the Certificate of Citizenship as proof of citizenship.

**The Oath of Allegiance**

*I hereby declare, on oath,  
that I absolutely and entirely renounce and abjure all allegiance and fidelity to any foreign prince,  
potentate, state, or sovereignty, of whom or which I have heretofore been a subject or citizen;  
that I will support and defend the Constitution and the laws of the United States of America  
against all enemies, foreign and domestic;  
that I will bear true faith and allegiance to the same;  
that I will bear arms on behalf of the United States when required by the law;  
that I will perform noncombatant service in the Armed Forces of the United States when required  
by the law;  
that I will perform work of national importance under civilian direction when required by the law;  
and  
that I take this obligation freely, without any mental reservation or purpose of evasion; so help me  
God.*

A flag that has flown over the U.S. Capitol building in Washington DC may be purchased to commemorate your child's citizenship. Be sure to plan in advance, as your request must be received at least four (4) weeks prior to any commemorative date. Generally you can order it through your Senator's or Congressman's website. You can obtain more information by visiting the website at <http://www.usflag.org/capitol.flag.html> to obtain ordering instructions.

We strongly urge all families to apply for and get a Certificate of Citizenship on behalf of their internationally adopted child as soon as possible. It takes only a short time to assemble the documents needed for your child's U.S. citizenship application...and a lifetime to enjoy its privileges!

Sincerely,

***Legal-Eaze***

International Adoption Specialists LLC

*Patti Urban*

Patti Urban  
President

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

U.S. Department of Homeland Security  
Citizenship and Immigration Services  
(address)

click for [USCIS Field Offices](#)

Attention: Citizenship Unit

Re: Application of \_\_\_\_\_  
(One Parent's Name Only)

for Certificate of Citizenship on Behalf of an Adopted Child,

\_\_\_\_\_

(Child's New American Name)

(A- \_\_\_\_\_), f/k/a \_\_\_\_\_

(Alien Registration Number)

(Child's Foreign Name)

Dear Madam or Sir:

Enclosed for processing, please find the following documents in support of my Application for Certificate of Citizenship on Behalf of Adopted Child:

*(Please Check Enclosed Items)*

- completed Form N-600 dated \_\_\_\_\_, executed by \_\_\_\_\_  
\_\_\_\_\_ (Parent's Name), the mother (father) of \_\_\_\_\_  
\_\_\_\_\_ (Child's New American Name) ;
- three (3) identical photographs of Child taken on \_\_\_\_\_ (insert date--to be within 30 days of filing), with his/her name and alien registration number inscribed (in pencil) on reverse;
- photocopy of Child's Permanent Resident Card, No. A- \_\_\_\_\_ (insert number);
- photocopy of Readoption Certificate or proof of legal name change:  enclosed  to be forwarded at a later date (check one);
- photocopy of birth certificate or front page of U.S. Passport of Child's mother, \_\_\_\_\_  
\_\_\_\_\_, a U.S. citizen;  
(Mother's Name)
- photocopy of birth certificate or front page of U.S. Passport of Child's father, \_\_\_\_\_  
\_\_\_\_\_, a U.S. citizen;  
(Father's Name)
- photocopy of front page of Child's foreign passport issued by \_\_\_\_\_ (name of foreign country) in the name of \_\_\_\_\_ (Child's Foreign Name), Child's former name;

Re: Application for Citizenship on Behalf of Adopted Child, \_\_\_\_\_  
(*Child's New American Name*)

- photocopy of page stamped by U.S. Immigration with visa designation (IR3 or IR4) of Child's foreign passport issued by \_\_\_\_\_ (*name of foreign country*) in the name of \_\_\_\_\_  
\_\_\_\_\_ (*Child's Foreign Name*), Child's former name;
- photocopy of certified copy of Marriage Certificate of Child's Parents (*if applicable*);
- photocopy of certified copy of Divorce (or Death) Decree of Child's Mother (Father) (*if applicable*);
- photocopy of driver's license of Child's Mother (Father); and
- a **money order/check** in the amount of **\$550** payable to "Department of Homeland Security".

The following documents are contained in the original immigration file for our child and should be used in support of this application:

- Child's Foreign Birth Certificate with certified translation;
- Child's Foreign Final Adoption Decree with certified translation;

***Copies of documents submitted are exact photocopies of unaltered original documents, and I understand I may be required to submit original documents to an Immigration or Consular official at a later date.***

If you need additional information, please feel free to contact me. Your assistance in this matter is greatly appreciated.

Very truly yours,

\_\_\_\_\_  
Child's Mother (or Father)

Enclosures

Revised 12/15/11

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## Introduction to *Legal-Eaze*

Thank you for inquiring about *Legal-Eaze* International Adoption Specialists LLC and the services we provide.



*Legal-Eaze* is a company I started in 1996 after working for 20 years as a paralegal. Our primary goal is to provide parents who are adopting from overseas easy access to the international adoption system by helping them help themselves. The services provided **pre-adoption** include: completing and filing immigration documents, consultation with your social worker to coordinate dossier documents, dossier preparation, vital records, dossier authentication, visas, and expedited courier service to New York City Consulates and Government Offices. The services provided **post-adoption** include: readoptions, wills, and consultation and assistance with Certificates of Citizenship, U.S. Passports, Social Security Numbers, and Return of Original Documents from USCIS (formerly INS). All post-adoption paperwork is completed under the direct supervision of the parent.

In April of 1997, my husband and I independently adopted our first daughter, Kristen Mingxia, from Yangzhou, China. In October of 1999, we returned from China with our second daughter from Yangzhou, Juliana Xiaoye. In January of 2002, I traveled alone to China to adopt our third child, Mary Kate Xiru, also from Yangzhou. And finally, in September of 2006, we brought home our son, Kevin from Shangrao, through China's Waiting Child program. As an adoptive parent myself, I can easily relate to other families in their adoption journey in addition to offering many years of experience. The costs for these high-quality services are kept low because my staff and I are not lawyers--we do not give legal advice nor do we represent you. We do, however, assist adoptive parents with the many forms they need to complete.

So, whether you are interested in the services provided by *Legal-Eaze*, or just have a question, parent-to-parent, please do not hesitate to contact us at any time at [nyoffice@legal-eaze.com](mailto:nyoffice@legal-eaze.com) or visit our website at [www.legal-eaze.com](http://www.legal-eaze.com).

Sincerely,

*Legal-Eaze*

International Adoption Specialists LLC

*Patti Urban*

Patti Urban  
Owner/President

LEGAL-EAZE/ad-letter/01

Rev 08/01/10

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**CONFUSED ABOUT PREPARING/AUTHENTICATING DOSSIERS FOR AN INTERNATIONAL ADOPTION?  
DO YOU NEED HELP PREPARING PRE- AND POST-ADOPTION PAPERWORK?**

*Legal-Eaze* provides courier services for VISAS and expedited courier service of paperwork to NYC CONSULATES and GOVERNMENT OFFICES such as county clerk and secretary of state.

*Legal-Eaze* provides international adoption DOSSIER PREPARATION, including processing of immigration paperwork and obtaining vital records, and DOSSIER AUTHENTICATION, including notarizing documents and certifying them through the appropriate County, State, Embassy/Consulate levels.

*Legal-Eaze* provides post adoption services by helping you prepare your own international READOPTIONS and WILLS without a lawyer. Consultation and Assistance are also available for applications for Certificates of Citizenship, U.S. Passports, Social Security Numbers, and Return of Original Documents from USCIS.

**Prices\* are as follows:**

- *Courier Service for Visas (Each)* ..... \$50 each
- *Courier Service in NYC\*\* (same as Dossier Authentication Fees)* ..... See below
- *Expedited Courier Service in NYC\*\* (in addition to dossier authentication fees, add extra fee for Expedited/Same Day Service, per location/per visit)*..... \$90/visit
- *Dossier Authentication-County Clerk (minimum 6 documents or \$90)*..... \$15 each
- *Dossier Authentication-Secretary of State (minimum 6 documents or \$90)* ..... \$15 each
- *Dossier Authentication-U.S. Department of State (minimum 6 documents or \$90)*..... \$15 each
- *Dossier Authentication-Consulate/Embassy (minimum 6 documents or \$90)*..... \$15 each
- *Dossier Preparation (for preparation of the actual documents in dossier)* ..... \$75/hour
- *Readoption*..... \$500
- *Social Security or U.S. Citizenship Applications* ..... \$150
- *Vital Records (Birth, Marriage, Divorce Certificates)* ..... \$ 90 each
- *Wills* ..... \$150 each

\*Prices are strictly for services provided by Legal-Eaze. Court costs, social worker fees, overnight mailings (billed at \$30 per mailing), photocopies (billed at \$.50 per copy), and/or government filing fees, etc., if any, are not included. \*\* This is in addition to any Dossier Authentication fees.

*Legal-Eaze* provides post-adoption services at low cost because **we are not lawyers and do not give legal advice**. Instead, our services are **limited** to providing quality legal form preparation and typing under the supervision of the family. In short, we help our families solve their own legal issues.

*Legal-Eaze* helps you better inform yourself about the laws and legal procedures that affect you. **Always consult an attorney for legal advice.**

**Patti Urban -- President**  
*Paralegal and Notary Public*