

# Checklist for International Adoptees & Families

## Why this matters

- A **U.S. passport expires**
  - A **Certificate of Citizenship (COC) never expires**
  - Most adoptees can now apply **for free**
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## Step 1: Confirm Whether a COC Exists

- Ask your parent(s) if they applied for a Certificate of Citizenship
- If unsure, contact USCIS to confirm:

**Email:** [childcitizenact@uscis.dhs.gov](mailto:childcitizenact@uscis.dhs.gov)

**Mail:** U.S. Citizenship and Immigration Services

Buffalo Field Office (CCA Unit)

306 Delaware Avenue

Buffalo, NY 14202

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## Step 2: Follow the Path That Matches Your Situation

### Adopted Before 2004

- If COC exists but is lost → File **Form N-565**
  - If COC was never issued → File **Form N-600** (free for most adoptees)
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### Adopted After 2004

- Confirm you have a copy of the COC
  - Lost COC → File **Form N-565**
  - Never received a copy → Contact USCIS (email or mail above)
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### Adopted 2004–2009

*(Single parent traveled in a two-parent household)*

- Confirm whether parents filed for a COC after returning to the U.S.
  - No COC issued → File **Form N-600** (free for most adoptees)
  - COC issued but lost → File **Form N-565**
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### **Step 3: Name Changes (Important)**

- Name changed due to readoption, marriage, divorce, gender affirmation, or legal change
  - File **Form N-565** to update the COC
  - Ensure name matches:
    - Passport
    - Social Security card
    - Driver's license
    - Foreign Birth Certificate
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### **Step 4: Revalidation / Readoption**

- Child under 18 → **Strongly recommended**
  - Helps with school, jobs, college, marriage, and legal processes
  - Enables issuance of a **state-recognized foreign birth certificate**
  - If name changes during this process → File [FORM N-565](#)
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### **Step 5: Documents Needed for Form N-600**

- 2" x 2" passport photo
  - Certificate of Foreign Birth
  - U.S. citizen parent(s)' birth certificate
  - Proof of parent(s)' U.S. citizenship
  - Your U.S. passport
  - Parent(s)' marriage certificate(s)
  - Final adoption decree
  - Proof of legal or physical custody
  - Evidence of all legal name changes
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**Click here to get -** [FORM N-565](#) **or** [Form N600](#)

*Disclaimer: This guide sheet is not intended to represent legal advice. It is important to seek specific legal counsel for your personal legal situation and obligations. Lotus Travel has compiled this set of resources from publicly available information. This guide should not replace nor be relied upon as legal counsel or guidance.*