Dear Prospective Adoptive Parents:

Thank you for your inquiry and interest in Nightlight Christian Adoptions. Nightlight has been serving the needs of children and families for more than fifty years! We provide services in the area of domestic, international and embryo adoption. We hope that the information included in this packet is helpful and answers many of your questions.

Included in this package are our eligibility requirements, frequently asked questions (and answers), a check list for getting started, our agreement for services, the adopting parent application and our complaint policy.

We realize that your search for the right agency will include examining many web sites, reading brochures, reading documentation regarding the terms, conditions and costs of an adoption, speaking to agency staff and speaking to references. This may be only the beginning for you – or you may be nearing a decision. Wherever you are in the process, we invite your questions by e-mail or telephone.

Our commitment is to provide caring and professional services to each client, recognizing their unique needs and backgrounds, while advocating for the children who need the love and stability of a family to realize their full potential. As each adoption is finalized, we do not view our job as completed, but recognize that our family has just grown again.

Nightlight is proud of having achieved Hague Accreditation for inter-country adoptions, and being a member of ECFA (Evangelical Council on Financial Accountability), NCAF (National Christian Adoption Fellowship), NCFA (National Council for Adoption).

As an agency founded on Christian principles, we are excited to see God’s plan unfold for you and your family. If you do not share our faith, it is our hope that we will reflect God’s love for you through this amazing process called adoption. We stand ready to walk side by side with you during this emotional yet so rewarding journey.

Sincerely,

Ron Stoddart
President
Nightlight Christian Adoptions
International Adoption Programs

Information Packet Contents

- International Country Programs:
  - China
  - Kazakhstan
  - Kyrgyzstan
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  - Uganda
  - Ukraine
  - United Kingdom
- Eligibility Requirements
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  - Complaint Policy
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Nightlight Christian Adoptions is a member of the National Christian Adoption Fellowship (www.adoptionfellowship.org). Member agencies offer international adoption services from many different countries. Nightlight, through its offices in Southern California, Colorado, and South Carolina, as well as its affiliate agency, A Helping Hand in Kentucky, can assist you with your homestudy and help coordinate your adoption from the following additional countries through member agencies:

Liberia  Mexico  Nepal
Peru  Poland  Sierra Leone
Sri Lanka
GENERAL INFORMATION
If you are considering adopting from Taiwan please read the following information as required by the Hague Convention on International Adoptions.

Information on international adoptions from Taiwan can be found at:
- [http://adoption.state.gov/country_information/country_specific_info.php?country-select=Taiwan](http://adoption.state.gov/country_information/country_specific_info.php?country-select=Taiwan): Information on international adoptions from Taiwan on the U.S. Department of State web site
- [http://www.state.gov/r/pa/ei/bgn/35855.htm](http://www.state.gov/r/pa/ei/bgn/35855.htm): Information on the country of Taiwan on the U.S. Department of State web site

CHILDREN AVAILABLE
In Taiwan we work with individual orphanages which are supported by individual foundations. All are private, supported by donations coming through the specific foundation. Children are placed in the orphanages because they are relinquished by their birthparent(s) or because they are removed from the birthparent(s) care. It is possible to adopt boys or girls and in some cases siblings are available. They range in age from about 2 years to teenagers.

ELIGIBILITY TO ADOPT
Adopting parents must be at least 20 years older than the child they are adopting and in most cases not older than 55. The upper age limit has some flexibility when the couple is adopting an “older” child. Couples must have been married at least 2 years and be in good health.

PROCESS
There are two programs for those adopting from Taiwan: one for families who would like to adopt a non special needs child of 2-5 years of age and one for families who are open to adopting an older child or one with some special needs. If a family would like to adopt a non special needs young child, the length of time to adopt is approximately two to three years. The family will complete their homestudy with Nightlight or an approved homestudy agency in their state if they do not live in Southern California, Colorado, or South Carolina. The homestudy will be sent to Taiwan and the family will wait for a referral. If a family is willing to adopt an older child or a child with special needs, they may make a decision on a waiting child that Nightlight will have information on.

All families will need to compile a dossier for the orphanage (which will be reviewed by a panel from the foundation supporting the orphanage), and all must file with U.S. Citizen and Immigration Services (CIS). In Taiwan, the child’s U.S. visa will be processed by the American Institute in Taiwan, AIT, as there is no U.S. Embassy in Taiwan. If the family agrees that the child they have been matched with is the one they would like to adopt, the official proceedings take place. Waiver of Preliminary Trip form must be signed if the family chooses not to travel to meet the child before the adoption proceedings take place. The official adoption proceedings take about 6-8 months to complete; then the family will be able to travel to Taiwan to finalize their adoption.

TRAVEL
After the court proceedings have taken place, the family travels to Taiwan to register the adoption with the Taiwan government and obtain the child’s U.S. visa from AIT. This trip will take approximately 1 week.

COSTS
The costs for an adoption from Taiwan are detailed in the Fee Schedule. We make every effort to give you a realistic budget to avoid surprises. However, variations may result from differences in homestudy costs (if you live outside of Southern California, Colorado, or South Carolina) and travel costs (depending on the season you travel, additional sightseeing you wish to do, and any upgrades in air and hotel accommodation you may desire).
The program fee for a Taiwan adoption is $25,250. Additional estimated expenses of $6,700 – $10,100 will bring the total cost to approximately $32,000 - $35,500. If you receive the full tax credit of $13,170, then your fees and expenses can be as low as $18,800. Also, if you adopt a sibling group of two, you may receive up to $26,340 in the tax credit. For each additional sibling, the tax credit/refund can be increased by $13,170. This may mean that the cost of your adoption could be nearly paid for by the tax credit. This will usually take a few years to recoup these credits. In addition, your out-of-pocket expenses may further be reduced if you receive scholarships or other employer-provided adoption benefits.

Please contact Laura Godwin, Laurag@Nightlight.org (864) 268-0570, with any questions.
ELIGIBILITY REQUIREMENTS FOR INTERNATIONAL ADOPTIONS

Nightlight Christian Adoptions is licensed by the Department of Social Services in California, Colorado and South Carolina to select suitable families for children needing adoption. We are also affiliated with A Helping Hand Adoption Agency, based in Kentucky. The selection of adoptive parents is based on their eligibility to meet state and agency requirements as well as the requirements and preferences of the applicable foreign country. The homestudy process also will assess their capacity as adoptive parents and the characteristics of children whose needs they can meet.

RESIDENCE: Nightlight works with families living throughout the United States. No specific residence requirements are applied other than those stated by the involved countries and their respective governments.

CITIZENSHIP: At least one (or sole) adopting parent must be a United States citizen.

RELIGION: Applicants must be committed to providing their child with a constructive, wholesome and spiritual home environment.

HEALTH: Adoptive applicants must give evidence of good health, both physical and mental, which will be verified during the application process by a letter from the applicant's physician.

AGE: Generally, we believe that there should be no more than 45 years difference between the age of the adopting parents and the age of the adopted child. However, some countries have stricter or more relaxed requirements.

MARRIAGE: Adoptive applicants are encouraged to have been married a minimum of three years when the homestudy begins. We hope this period will provide the couple sufficient time to establish a home, financial security, and to adjust to the marriage as well as to each other. Married applicants must have a satisfying and secure marriage. Single parents are eligible to adopt if they meet the qualifications of a stable home environment, financial security and have a strong support network of family and friends. Eligibility for single parents to adopt varies among countries.

EDUCATION: Classes and reading pertaining to parenting skills and adoption issues are required of adoptive families. Our goal is to prepare you to be the best parents possible for your child.

POST-PLACEMENT SUPERVISION: Most countries require the adopting parents’ homestudy agency to supervise child's placement after the adoption for a period of 3-5 years. Once the child is home, adopting families must agree to have post-adoption reports based on the country’s and Nightlight’s requirements. These reports and photos of the child and family are then forwarded to the child's country. In addition, some countries require families to register their child with the Embassy of the foreign government in the United States.

FINANCES: Adoptive parents must be able to pay fees and costs based on the fee schedule for their specific country. All fees and costs must be paid before travel. Special assistance may be possible based on the needs of the child to be adopted and the financial needs of the family.

PREGNANCY: Before you begin the adoption process, you need to complete all your infertility treatments so you can truly be ready to be the best parent for your adopted child. If you become pregnant while in the adoption process, notify our office immediately. We will place your file on hold. When you are ready to consider adoption again – generally at least when your child is nearing the first birthday – call us to discuss reactivating your file.

ADOPTION OF SUBSEQUENT CHILDREN: To have adequate time for attachment and bonding, it is important to have a minimum of one year with the child/ren in the home before beginning another adoption.

If you have questions about these policies, please talk with us. The guidelines we have established are designed to make your adoption successful.
GENERAL QUESTIONS

What services does Nightlight® Christian Adoptions (Nightlight) offer?

Nightlight is licensed to provide the following services:

- Domestic and International Home studies
- Domestic Adoptions: Agency, Identified (Modified) or Interstate Adoptions
- Adoption Service Provider for Independent Adoptions.
- International Adoptions: Programs in China, Kazakhstan, Kyrgyzstan, Russia, Taiwan, Uganda and Ukraine
- Snowflakes® Embryo Adoptions
- Birthparent counseling services

Is Nightlight a non-profit agency?

Yes, Nightlight is a 501(c)(3) non-profit agency. Fees paid by adoptive parents as well as any fundraising efforts throughout the year cover agency expenses.

What is your licensure information?

Nightlight Christian Adoptions has been licensed by the California State Department of Social Services since 1959 and is also licensed by the states of Colorado and South Carolina. Nightlight’s Adoption Homestudy, Post Adoption and Birthparent counseling services are available to families within Colorado, South Carolina as well as the Southern California counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura. We are Hague accredited.

Does Nightlight assist with out-of-state adoptions?

Yes, we can assist you in completing an International, Embryo or an Interstate adoption either to or from Colorado, California or South Carolina. You would just need to work with an agency licensed in your state to provide Homestudy and Post Adoption Services. If you are adopting internationally, your agency must have a Supervised Provider Contract on file with our office and must be in the process of obtaining their Hague accreditation.

What if we are not Christians?

The Christian in our name explains who we are. We work with families from a variety of religious backgrounds.

What are the different countries you work with?

We currently have active programs in China, Kazakhstan, Kyrgyzstan, Russia, Taiwan, Uganda and Ukraine.

Approximately how long does it take to adopt internationally?

It depends on the country you choose to adopt from as well as the time it takes you to complete your homestudy and dossier, but typically an international adoption will take about 8-24 months from the start of the homestudy to finalization. Please refer to the country descriptions for more detailed information.

What is the adoption process?

(Please refer to the individual country descriptions for more detailed information on the adoption process in each country.)

**Homestudy** – The homestudy is an evaluation and education process required by the State to determine your preparedness to parent through adoption. A homestudy consists of three components: paperwork, education and interviews with a social worker.

**Dossier** – The documents required by the foreign government to allow you to adopt a child from the country. These documents typically must be notarized and apostilled.

**Referral** – Based on the information you submit in your dossier, the foreign government will issue you an official referral of a child(ren) for adoption. Depending upon the country you are adopting from, you will either travel to the country to receive the referral and meet the child or you will receive information on the child including pictures and medicals prior to travel.

**Court** – For some countries, you will travel to the country for your Court date where the judge will issue you the Adoption Decree and the adoption will be finalized. In other countries, the adoption is finalized overseas in court before you travel.

**Post Adoption** – If required, you will register your child’s passport with the embassy and cooperate with your homestudy agency in having Post Adoption reports completed and will provide pictures of your child with these reports, as specified by each individual country. During this time, Nightlight wants to equip you to be a successful adoptive parent.

What if we have not decided which country we will adopt from?

If possible, learn more about the countries through the internet (see Resources at the end of the FAQs), adoption groups, the agency and other adoptive families so you can make your decision. If you decide on a country and then change your mind after
the completion of the homestudy and/or dossier, while not too difficult, there will likely be a delay in your adoption as you complete any additional forms or paperwork for the new dossier.

**Will Nightlight allow us to pursue a domestic and international adoption simultaneously?**
We would advise you to only pursue one program at a time, as each child needs time to bond and feel secure within your family. However if you are still unsure you may want to begin your homestudy and discuss your options with the agency staff. Before the homestudy is completed, you will need to make a decision as to which program you will pursue.

**Can we be undergoing fertility treatments while in the adoption process?**
No. To be healthy adoptive parents, you need to have completed all your infertility treatments and given yourself the time necessary to grieve for the biological children you have dreamed of having. Only after this important step can you be truly ready to begin the adoption process. Please talk to agency staff if you have any concerns about this requirement.

**What if we become pregnant during the adoption process?**
Notify our office and your homestudy provider immediately. It is our policy to put files on hold once we are notified of a client’s pregnancy, your file will be on hold until your child is at least 1 year old in order to allow time for attachment and bonding. When you are ready to begin the adoption process again, contact our office to discuss your adoption plans.

**What do you recommend we do to help prepare ourselves for an international adoption?**
Learn your child’s language (at least basic words and phrases) to make your child’s transition into your family easier and help you communicate with your child during the first few months after your adoption as he/she is learning English. Learn about your child’s country and culture so that you can ensure they do not lose their rich cultural heritage. Attend support groups and events either through the agency or in your area and talk with other families who have adopted children internationally. You may also want to begin your child’s Lifebook; please refer to our newsletter for information on upcoming classes in Southern California.

**What is an adoption homestudy?**
A homestudy is an evaluation and education tool to help us, as an agency, and you, as adopting parents, to determine your preparedness to parent through adoption. It is not a psychological analysis; our intent is to prepare you for the special needs of an adoptee and to help you build important parenting skills. The homestudy is different for each adoption as everyone has different histories and experiences that they bring into the process. It consists of paperwork, education, and interviews. If you live in Colorado, South Carolina or Southern California, Nightlight Christian Adoptions will perform your homestudy. To learn more about the homestudy process, view our webinars:

**What is “the Hague”?**
The Hague Convention is a program that governs the way international adoptions are conducted throughout the world. The United States ratified and implemented this program. It basically puts the decision making process and control in the hands of a central authority in each country that works in international adoptions. One of the major components of the Hague is the education of adoptive parents. Each prospective adoptive parent is required by Federal mandate, to take a minimum of 10 hours of education, in addition to the homestudy. So, it actually is a ‘federal regulation’ for anyone adopting internationally according to Hague Standard 96.48(b)(2).

**QUESTIONS ABOUT THE DOSSIER**

**What is a Dossier?**
A dossier is a collection of required authenticated/legalized documents that is sent to a foreign country in order to process the adoption of a child in that country’s legal system.

**What documents are included in the dossier?**
Each country has its own requirements as to specific documents and the number required; however a dossier will typically consist of your homestudy, statement of your commitment to submit post-adoption reports, CIS approval, copies of passports, marriage/birth certificates, medical clearances, employment verification, confirmation of housing and police clearances. All dossier/court documents for a foreign adoption must be authenticated.

**What does authenticating or legalizing a document mean?**
In order for the foreign court to recognize a document as legal, it requires the following:

**Step 1** - The person signing the prepared document must have his/her signature notarized. A Notary Public certifies that they witnessed a specific person sign a specific document. The marriage or birth certificate has a certified signature by the state office where it is issued. The signature of the notary public is on file with the Secretary of State office in their state, allowing it to be authenticated (apostilled or certified depending on the country).

**Step 2** – The notarized/certified document is then sent to the Secretary of State and an apostille or certification is attached, completing the authentication process (if the country you are adopting from is part of the Hague Treaty).
What steps are involved in authentication?
Documents issued in one country which need to be used in another country must be "authenticated" or "legalized" before they can be recognized as valid in the foreign country. All documents must be notarized, and then the notarized document is sent to the Secretary of State where they are apostilled (or certified).

What is a notary public?
A notary public has the legal authority to verify the signer’s signature (i.e. confirm the identity of the person signing the document).

What is an apostille (ah-puh-steel)?
An apostille is an internationally recognized affidavit from a Secretary of State or Commonwealth that verifies that the notary public, or Clerk/Recorder, whose signature is subscribed to a document, is duly authorized to act as such in the state where the signature was performed.

QUESTIONS ABOUT REFERRALS OF CHILDREN

What are the typical ages of available children?
6 months to 15 years. Typically the children are first available for adoption in their home country and will likely be 6 months old before being available for adoption. In addition, CIS requires that a child be adopted before their 16th birthday for entry into the United States.

Are there any age restrictions placed on the adopting parents?
Our agency has a policy that maintains a 45 year age difference between the child and youngest parent. Each country also has its own requirements; please refer to the country descriptions for more information.

Is it possible to adopt unrelated children?
It is not possible to adopt unrelated children through OUR agency. It is our policy to place biological siblings together. If you are interested in adopting more than one child at the same time, there are many siblings in need of good families. In our program, we do not place unrelated children at the same time in the same family. If you wish to pursue another adoption after adopting one child, it is our policy to have the first child in your home a minimum of 1 year before proceeding on another adoption. This allows formation of attachment and bonding between your family and each child.

Will we be provided with medical records and a video? Will we know if the child has any major medical problems?
You will be provided with any available information on the child (including a medical report) when the child is referred to you. There are many common diagnoses that normally do not impact the future health and well being of the children. However, it is important that you make the decision on which child to adopt yourself. If you are traveling to the country to receive the referral, such as in Russia and Ukraine, you will have the opportunity to interact with the child and ask questions of the orphanage staff. In some instances you may also be able to make arrangements to have the child evaluated by an independent medical facility if you so desire.

Are we permitted to submit the medical information we receive to a physician specializing in international adoption for review?
After you receive the medical information, it is possible for you to have a physician review the medical. In fact, whenever possible, we highly recommend that you have such a medical professional do this. If your child has a special medical condition, you may also want to have your child's medical report and profile reviewed by a specialist. While the child is still in the placing country, you may also be able to make arrangements for a physician to examine the child.

Nightlight provides a list of medical specialists who evaluate and care for internationally adopted children: http://www.nightlight.org/adoption-resource-library

TRAVEL QUESTIONS

Once we arrive in country, are we met by a representative at the airport?
You would be met at the airport and driven to your hotel. You will always have a driver and/or translator with you for any adoption related trips (such as the orphanage and court). Depending on the time of year and how many families are traveling at a given time, the driver may also be able take you sightseeing. If you travel at the same time as another family, you can split their fees with the other family.

Do both spouses have to travel?
Both parents are required to travel to Kazakhstan, Kyrgyzstan, Russia, Taiwan, Uganda, and Ukraine. Only one spouse needs to go to China.

Can we bring our other children with us when we travel?
It depends. This may sound like a non-answer, but the question requires a rather complex look at the purpose of the trip(s), the country involved, the age of the child(ren) you are adopting, the age of your other child(ren), whether you will have another adult
with you who can care for your child(ren) when they are unable to be with you, and other more subtle factors. So it shouldn’t surprise you that one size doesn’t fit all. We share the goal of making your adoption experience as positive and memorable as possible. Please discuss this question with your social worker or adoption service provider as well as Nightlight staff to better determine the right answer for you.

POST-PLACEMENT/ADOPTION QUESTIONS

How many post adoption reports are required?
It depends on which country you will be adopting from (see country description). Nightlight requires all families to have a brief post-adoption report conducted one month after placement of the child in the home to help families with any adjustment issues. Generally you will be required to provide reports completed by a licensed adoption agency and pictures of your child every 6 months for up to 2-4 years after your adoption, or until your child is 18. Usually reports required after the child is home for a few years are reports that you prepare and send to Nightlight. However, be prepared to be flexible as government requirements sometimes change and you will be expected to fulfill the most recent requirement.

Why are we required to provide post-adoption reports?
Your child's country of origin simply wants to make sure that the children they place are happy and healthy in their new families. By requiring post-adoption reports they are able to watch your child grow and provide current information to your child's orphanage caretakers. In addition, these reports allow the government the ability to “prove” to the general population that in spite of rumors to the contrary, children adopted internationally are well taken care of and are happy in their new homes.

What kind of support services do you offer before, during and after placement?
In addition to your country coordinator and your homestudy provider and other agency personnel, we have a Director of Family Support Services who is available to help you throughout the process. If our agency cannot provide you direct assistance, we will refer you to someone who can help. We also hold reunions and other events throughout the year which allow families to get together and visit with the friends they have made over the years. Classes also allow families to get to know each other and talk about their experiences adopting. In addition we provide informational webinars and have extensive resource information.

FEES AND EXPENSES

What would you estimate the cost for the adoption to be?
Depending on the country you are adopting from, the age of the child and the number of required trips, your total estimated costs for an adoption can range from $25,000 - $43,000.

What are “Program Fees”?
Nightlight establishes a budget for costs each year based on the number of adoptions it estimates completing in each of its programs (domestic, international and embryo) during the year. Based on these estimates, we establish program fees for adoptions in the various programs, taking into consideration the amount of staff time and expenses which will be involved in maintaining the program for the year. Of course, it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, etc.) to one adoption in one program. Nevertheless, we will incur those costs even if the number of adoptions is less than we estimate. Therefore, we establish program fees for each adoption program which we believe closely relates to our actual costs in running the program – not the actual time in completing or working on a specific adoption.

Why are fees paid, non-refundable?
Our program fees are paid in phases to enable families to budget their costs and to minimize the financial risk in the event that an adoption is not completed or a family withdraws from the program. The fee schedule provides for the majority of the costs to be paid close to the time when the adoption is finalized. As explained above, the program fees are established based on the costs to maintain a program, not on the time spent on each individual adoption.

Are my only other expenses my travel, accommodations, homestudy, CIS and Embassy fees?
Those would be the majority of your other expenses. Also included in your out of pocket expenses would be your apostilles, gifts to the orphanage staff and children and driver/translator fees.

Is any portion of my fees tax deductible?
Yes. A $3000 tax deductible donation is included in the program fees (China, Kazakhstan, Kyrgyzstan, Russia, Taiwan, and Ukraine). This donation is used for humanitarian aid and to improve the conditions in the orphanages.

What are the fees to adopt a second child?
Biological siblings may be adopted from Kazakhstan, Kyrgyzstan, Russia, Taiwan, and Ukraine. The fees for siblings will vary depending on the country. Please contact the country program coordinator for details.

Are we required to take large sums of American currency with us, or does Nightlight wire the money?
Monies are usually wired before travel. If you decide to work with us, we will cover this information with you pre-travel.
Is there financial assistance available?

- **Tax Credit**
  Tax Benefits for Adoption has opened up a window of opportunity for many families who previously found the financial obstacles to adopting to be insurmountable. If you adopt in 2010 or 2011, you may apply up to $13,170 of your adoption expenses toward your federal taxes when you file your 2010 or 2011 taxes, depending upon the year that your adoption was finalized. If you adopt 2-3 siblings, you can get double/triple the tax credit/refund. This means that you have the potential to have nearly all of your adoption fees and expenses paid for by the IRS.

  If you do not receive the full $13,170 in tax credit, you may be getting money back from the IRS for your adoption expenses. The tax credit is refundable for adoptions completed in 2011, which means you may get money from the government if your federal tax liability is less than the $13,170. So you could receive some or all of the balance as a refund on your federal taxes. However, if you are just beginning the adoption process and most likely will be completing the adoption in 2012, you can only receive the tax credit and NOT the refund. So if you pay only $5,000 in federal taxes, you can receive only $5,000 back each year for 5 years, until you reach the $13,170 in tax credit. (Of course, you must qualify for the credit.) For more information about the tax credit and other financial resources go to: [http://www.nightlight.org/funding-your-adoption](http://www.nightlight.org/funding-your-adoption).

- **Employee Benefits**
  Many companies offer employer-provided adoption benefits. The company may reimburse you for some of your adoption expenses. Check with your human resource department to see if your company provides adoption benefits.

  If your company has employer-provided adoption assistance, you can receive up to $13,170 in tax-free income. Also, your employer can reduce your salary to pay the adoption benefit so that you can receive $13,170 in tax-free income.

  In addition to receiving tax-free income, you can also receive up to $13,170 as a tax credit for your remaining adoption expenses. So as long as your adoption expenses are $26,340 or more, you may be able to receive the full employer-provided benefits as well as the full tax credit/refund. Some employers also offer paid leave of absence for those adopting. Most companies are required by law to offer you unpaid time when you adopt through the Family Medical Leave Act (FMLA).

- **Employer Donation Matching**
  In addition to ways that you can find funding for adoption, we want to make you aware of ways that you can support Nightlight. Because Nightlight is a non-profit organization, a portion of your fees is considered a tax-deductible donation. If you have paid fees/donations to Nightlight, please consider asking your employer to provide a grant to Nightlight to match your donation. This donation would be a general donation to offset other Nightlight costs and allow us to expand the services we provide to orphans and birth parents around the world. You can see a list of employers who make matching donations at: [http://www.nightlight.org/donation-opportunities](http://www.nightlight.org/donation-opportunities). Please know that this is not a comprehensive list of employers and you should definitely check with your HR department if your company is not listed at this link.

  If your employer requires you to make donations through United Way, you can direct your Nightlight donation by:

  1. Requesting a Donor Choice Form from your United Way coordinator
  2. Under the section titled, “Specific Care” write in:

        Nightlight Christian Adoptions  Nightlight Christian Adoptions  
        150 East 29th Street, Suite 225  or  1527 Wade Hampton Blvd  
        Loveland, CO 80538  Greenville, SC 29609

- **Adoption Grants, Loans and other forms of financial assistance**
  Nightlight provides a full guide to financial resources. Listed are just some of the organizations that offer financial assistance to adoptive families via adoption grants, loans or other assistance. Please contact each organization to find out about their services and what their qualifications and requirements are.

**HAGUE RESOURCES**

Since you are considering adopting internationally, please read [Hague and non-Hague Intercountry Adoption Information](http://www.nightlight.org/hague-intercountry-adoption-information).

- World Health Organization on International Travel and Health: [http://www.who.int/ith/en/](http://www.who.int/ith/en/)

**ADDITIONAL ADOPTION RESOURCES** [http://www.nightlight.org/adoption-resource-library](http://www.nightlight.org/adoption-resource-library)

If you have any questions that were not addressed in the FAQs or you would like to talk with other families who have adopted through our agency, please contact our office by phone at (714) 693-5437, or by e-mail at [info@nightlight.org](mailto:info@nightlight.org).
Getting Started CHECKLIST

If you live near our offices in Southern California, Colorado, or South Carolina, we would love to see you at one of our free information seminars. These seminars are an excellent way to have your preliminary questions answered, get to know the Nightlight staff and meet other families beginning the adoption process. Seminars are held every 2 months. Call the office for more information and to RSVP.

How do we get started?

1. **Fill out Application Documents**
   - Fill out the Application
   - Read and Sign the Agreement for International Adoption Services
   - Read and Sign the Statement of Risks Waiver
   - Read and Sign the “Policy & Procedure” Form

   *Please Note: Keep the Complaint form for your records; you may want to make a copy of the Policy & Procedure to also keep for your records.

2. **Mail the Application, Agreement, Waiver, and Policy along with:**
   - A current family photo and
   - Your Application Phase fee, non-refundable, (see Agreement for explanation of fees) to

   for China, Uganda, Ukraine
   Nightlight Christian Adoptions
   1527 Wade Hampton Blvd.
   Greenville, SC 29609

   for Kazakhstan, Kyrgyzstan, Russia, Taiwan
   Nightlight Christian Adoptions
   150 East 29th Street, Suite 255
   Loveland, CO 80538

3. **Obtain a Homestudy**
   - If you live in Southern California or South Carolina we will perform your homestudy. Please refer to the California or South Carolina homestudy booklet to determine what fees need to be paid at this time.
   - If you are out of the area we will help you find a local agency.

4. **Begin compiling your dossier paperwork**
   
   Once we receive your Application materials, we will send you a Dossier Notebook which includes the instructions for completing your Hague required education, filing with CIS and for completing your Dossier.

Please read the enclosed information and FAQs before submitting your application. If you have any questions please call our offices: California office (714-693-5437), Colorado (970-663-6799) or South Carolina office (864-268-0570); or send us an e-mail at info@nightlight.org.
AGREEMENT FOR INTERNATIONAL ADOPTION SERVICES

This Agreement is entered into between Nightlight® Christian Adoptions (Nightlight) and _________________________________ (Adopting Parents) in regard to services to be provided by Nightlight to Adopting Parents. Nightlight is a licensed adoption agency that provides services in a variety of areas of the international adoption process, including family assessments (home studies), adoptive placements, post-adoption supervision, and all necessary paperwork for both domestic and foreign governments.

Good communication is essential in a successful adoption. Nightlight encourages Adopting Parents to ask questions to assure that they fully understand the adoption process. If more than one adoption agency is participating in Adopting Parents’ adoption process, it is important to understand which agency will be providing the various services involved in Adopting Parents’ adoption and the fees and costs involved.

INTRODUCTION

As prospective adoptive parents, Adopting Parents are about to embark upon an exciting experience. Adoption can be a very emotional process, and it is sometimes difficult to remember all the details and information Nightlight has provided concerning the adoption. Please refer to this important information throughout your adoption process. Since this is important information we ask you to sign or initial these documents as verification you have received and read them.

Adoption placements have certain risks, which may or may not be known at the time of placement or may never be known by us. The purpose of this statement is to set forth several, but not all, of the significant risks associated with entering into an international adoption plan. Adopting Parents are urged to review this document, and all documents Nightlight asks Adopting Parents to sign, with an attorney or anyone else Adopting Parents choose. Also, Nightlight wants to emphasize to you that once the adoption is finalized by the court, or an administrative body in some countries, you will have the same rights and responsibilities toward your adopted child that biological parents have to their biological child and you will be subject to the same duties and obligations.

The amount of information available to us varies from placement to placement. As a result, certain risks may become known to us and/or become significant to the placement. Adopting Parents understand that as significant, material information becomes known to us, it will be disclosed to Adopting Parents so that Adopting Parents can review it and possibly reevaluate their participation in the proposed adoption placement. Adopting Parents also understand and acknowledge that not all information will be known to us or knowable by us, and it is possible that all of the information, both known and unknown, may create risks and have an effect on the future health, social and/or emotional development of the child.

DEFINITION OF TERMS

As used in this document, the following terms are defined as follows:

"Adoptive Parents" and "Adopting Parents" or “they” or “you” or “your” refers to the individuals, whether one or two persons, whose names and signatures appear at the end of this document.

"Agency" and "Nightlight" or "us" or "our" refers to Nightlight Christian Adoptions.

"Partner Placing Agency" refers to any U.S. domestic agency which Nightlight works with to accomplish adoptions in the specific foreign country from which Adopting Parents seek to adopt.

"Referral Source" refers to any person, agency or organization which refers children in a foreign country to Adopting Parents for purposes of an adoption.

"Foreign government" refers to any government entity, whether national or local, in a country outside of the United States.
POST ADOPTION SUPERVISION

Most countries require the adopting parents’ home study agency to supervise the adoption for a period of time; usually one to five years or, for some countries, until the adopted child is 18. Nightlight will provide Adopting Parents with the specific post adoption requirements of the child’s country of origin prior to the referral of a child, but cautions you that these requirements may be amended by the foreign country at any time prior to the adoption of your child. This means that it is necessary for the home study agency to visit Adopting Parents periodically during this period and to submit a post-adoption report to Nightlight’s International Division after each visit. This report is then translated and forwarded to the child’s country of origin. The home study agency will charge Adopting Parents a fee for this service. Many home study agencies require that all post-adoption fees be paid in advance, and in many cases to pay a refundable deposit to assure compliance with requirements for post adoption reporting and registration of the child’s passport with the consulate of the child’s country of origin. If Adopting Parents live in Nightlight’s licensed area, Nightlight requires Adopting Parents to use our home study services. Families utilizing the services of another home study and post-adoption reporting agency are advised that their agency must have a Supervised Provider or Exempt Provider contract on file with Nightlight. The agency must have or be in the process of obtaining their Hague Accreditation, unless this requirement is specifically waived by Nightlight.

Adopting Parents hereby agree to cooperate with Nightlight and their home study agency in scheduling these post-adoption visits on a timely basis and providing Nightlight with the resulting post-adoption reports, together with a minimum of six (6) current photographs of the adopted child(ren). In addition, the Adopting Parents agree to register their child(ren)’s passport either with the foreign ministry within the child’s country of origin or with that country’s Embassy within the time specified, if required by the child’s country of origin. Adopting Parents waive any right to confidentiality of information pertaining to their adoption if it is necessary for Nightlight to seek to enforce these obligations by Adopting Parents.

Foreign countries frequently hold Nightlight, its Partner Placing Agency and the home study agency responsible for the Adopting Parents cooperating with and complying with passport registration and post adoption reporting requirements. Adopting Parents specifically understand and agree that they are liable for any damages incurred by Nightlight, or any Partner Placing Agency, and the home study agency, including consequential damages resulting from a loss of the right or ability to conduct adoption activities in the subject foreign country, caused by Adopting Parents’ intentional or negligent failure to comply with passport registration or post adoption reporting requirements. Because this requirement is so critical to the continuation of adoptions from the subject country, Adopting Parents have initialed the box below to verify they fully understand their obligations.

ADOPTION FINALIZATION -- DISRUPTIONS

In some countries, the adoption is not finalized before you return to the United States with your child. Sometimes you will be given guardianship or some other form of temporary legal custody which will qualify you to bring the child to the United States and then finalize the adoption at that time. If the adoption has not been finalized in the foreign country, Adopting Parents agree to initiate legal proceedings to finalize the adoption of their child in the United States within thirty (30) days of their legal ability to do so.

The point in time when an adoption is finalized is important to the adopting family, the child and the foreign placement authority. Prior to the point of finalization, the adoption proceedings may be terminated by the adopting family, the child (usually if over 10 years of age) or the foreign placement authority. This would be a ‘disruption.’ In the case of an international adoption that has not yet been finalized in the foreign country, this is an option legally available to all parties. The officials in the foreign country must be notified and included in any decisions made. In the event of a disruption, Nightlight will take all reasonable steps to find another family for the child, in consultation with the foreign placement authority. Until such placement can be made and another adopting family assumes custody of the child, Adopting Parents agree to be financially responsible for the child, including, but not limited to, temporary care, medical costs, and the costs of returning the child to the foreign country if necessary.

Adopting Parents further understand that, like obligations under post adoption reporting described above, failure to complete the adoption of their child as soon as they are legally able to do so and within the requirements of the foreign country, will subject them to liability for any damages to Nightlight, its Partner Placing Agency and the home study agency resulting therefrom.
FEES AND COSTS

The total amount paid to Nightlight for Program Fees, in-country fees, government fees, and out-of-pocket costs will vary depending upon the country from which Adopting Parents adopt and the age of the child adopted. The nature of international adoption makes it impossible to predict the exact Estimated Client Coordinated Expenses. Estimated Client Coordinated Expenses are only an estimate and may be more or less in Adopting Parents’ specific adoption. The Program Fees for the country Adopting Parents have chosen, together with an estimate of Adopting Parents’ other costs and expenses, and the time when payments are due, are outlined on Attachment A to this Agreement.

Nightlight provides clients with monthly statements only if there has been activity on the case or if a balance is outstanding. All fees and costs are due and payable in accordance with the fee schedule or when billed. Agency program fees are subject to change with 90 day’s notice. Any such fee increase will not apply to families who have completed their dossier and paid the dossier phase fees. Fees must be paid by check; credit card payments for fees will not be accepted. Adoption fees, especially those paid to agencies, facilitators or others in a foreign country may change at any point in the adoption process. This may be due to economic circumstances, the need for additional services required by the foreign country and/or United States, or for reasons unknown to us. Nightlight will inform Adopting Parents when Nightlight becomes aware of any change in such fees. However, Nightlight cannot control nor limit any increase in these charges. Adopting Parents understand and acknowledge that they are responsible for the fees they pay to anyone other than us, and that Nightlight is not responsible nor liable for any increase in those fees.

In certain circumstances Adopting Parents may pay fees to agencies, governments, facilitators or others in a foreign country. If Adopting Parents’ adoption does not happen for any reason, they may or may not receive any refund of fees they have paid or Nightlight has paid on their behalf to the foreign sources. Adopting Parents agree that Nightlight is not liable nor in any way responsible to pay to Adopting Parents or obtain for Adopting Parents a refund of such fees, although Nightlight will make reasonable efforts to do so. In general, Nightlight does not collect fees or costs in advance from Adopting Parents. However, if Adopting Parents have paid fees and/or costs in advance and terminate this contract, any unearned fees and/or costs will be refunded to the Adopting Parents within sixty (60) days.

Fees and costs paid or payable to us for services rendered in connection with Adopting Parents’ adoption are non-refundable in accordance with the Fee Schedule provided to them. It is important to understand that Adopting Parents are paying for services provided to them or for the benefit of their child. Although fees and costs are generally phased over the course of the adoption, they should never be construed as payments in exchange for a child.

GENERAL RISKS IN INTERNATIONALADOPTIONS

Adopting Parents understand that there are significant risks in pursuing an international adoption. Nightlight will diligently pursue the successful completion of an adoption for Adopting Parents, but Adopting Parents acknowledge that Nightlight cannot control all aspects of the process nor guarantee a successful outcome. Completing an application and/or enrolling in our program does not guarantee the placement of a child with them. Further, Adopting Parents understand that while a foreign country may try to honor Adopting Parents’ requests for specific characteristics in a child (such as age), this might not be possible. Nightlight also may not be able to secure a referral of a child from the foreign country adopting Parents want to adopt from and/or with the characteristics they desire. While Nightlight will try to accommodate Adopting Parents’ desires, Nightlight cannot guarantee that it will be able to do so.

LOST REFERRALS

Adopting Parents understand that a specific child may be referred to Adopting Parents, but that referral may be lost for any of several reasons which are beyond our control. For example, a child may become too ill for placement; the child may not be available within the time frame Adopting Parents desire or within the foreign country’s time limitations; or it may be determined that the child will never be legally free for adoption.

The United States government may change immigration or other rules which then preclude Adopting Parents from proceeding with adopting the child referred to Adopting Parents. The United States government may refuse to issue the necessary visa for the child to enter this country due to problems with Adopting Parents’ situation or due to problems in the foreign country.

Sometimes the foreign country or independent referral source will withdraw a referral with or without explanation. This can happen because of a change in the foreign country’s local or national politics, a change in officials, increased concern within the foreign country regarding international adoptions of their children, a relative coming forward to claim the child, or a foreign national desiring to adopt the child. Adopting Parents understand that these events are not under our control, and Nightlight cannot change decisions made by a foreign government.
MEDICAL, DEVELOPMENT AND EMOTIONAL RISKS

Nightlight cannot predict an adoptive child's mental or physical development, emotional and/or personality characteristics, health, medical problems, learning disabilities, intellectual ability, hyperactivity, attention deficits, attachment and/or bonding issues, appearance or inherited characteristics. Nightlight will pass on to Adopting Parents all information that is provided to us by the referral source and/or foreign government or agency.

Adopting Parents understand and acknowledge that the medical and social information given to us by the referral source, governmental agency or by hospitals or doctors and passed on to Adopting Parents may be incomplete or erroneous. It is even possible that some of these sources of information may intentionally give incorrect information or fail to give important information to us. Adopting Parents should consult with a pediatrician, OB-GYN or appropriate medical specialist to review such information and provide Adopting Parents with an opinion regarding this information, or absence of such information, before accepting referral of any child.

Adopting Parents further understand and acknowledge that a referred child may have undiagnosed or misdiagnosed medical, development, emotional or physical problems which may be temporary or permanent. Such problems may not be apparent until after the child is in Adopting Parents’ home. Nightlight cannot guarantee the accuracy or completeness of any information given to us about the child, including the child’s age, or the results of any testing done on the child in the foreign country.

Nightlight does not assume any duty to verify the information given to us by referral sources, governmental agencies, hospitals, doctors or other sources nor will Nightlight make an independent investigation into the child’s background and health or social situation. Adopting Parents agree not to expect or rely upon us to verify or investigate the truth of information provided to us by the referral source or other parties at the time of referral or in the future.

Adopting Parents specifically agree to hold us harmless and not to pursue any legal action against us in any way at any time for the child's physical, emotional or mental health or development or ability to integrate into Adopting Parents’ family.

TIME FRAME

International adoptions are unpredictable in many ways, one of them being the time frame in which Adopting Parents will receive a referral or a placement of a child with Adopting parents. There can be no assurances or guarantees that Adopting Parents' adoption will proceed in any specific length of time. For example, the adoption may be delayed or discontinued by the foreign country for reasons either explained or unknown. The court in the foreign country may not approve the adoption or may withdraw approval of the licensing or investigating body in either the United States or the foreign country.

International adoptions are also at the mercy of international politics and national policies of the foreign country. A change in government may change Adopting Parents’ opportunity to adopt in that country. An international crisis or circumstances such as a war or terrorist action in either the United States or the foreign country may delay or stop adoptions. These factors can impact Adopting Parents’ adoption at any point in the adoption process.

TRAVEL

Travel to and from foreign countries can be uncertain. Although Adopting Parents may be given a specific date for travel to the foreign country, this date may change unexpectedly. Once Adopting Parents arrive in a foreign country, events there may delay their return to the United States through circumstances of which Nightlight is unaware or which arise while Adopting Parents are there. Adopting Parents agree that Nightlight is not liable or otherwise obligated for any expenses Adopting Parents incur in traveling to a foreign country to receive the referral of a child, to participate in the adoption of a child or to bring a child back to the United States or which arise due to changes in travel plans or times.

CONTROL OVER OTHER ENTITIES

There are many governmental and non-governmental agencies involved in an international adoption over which Nightlight has no control. Nightlight cannot guarantee the actions of any agency or individual over whom Nightlight does not have complete control. This includes foreign officials, foreign attorneys, foreign referral sources, foreign immigration and governmental agencies.

In addition, Nightlight cannot control the actions of the United States Citizen and Immigrant Services (CIS) or the United States Embassy Consulate officials in a foreign country. Nightlight cannot guarantee that the U.S. Embassy Consulate office which processes a child’s immigration visa will find that the child meets the definition of an “orphan”. This determination is solely within the discretion of the CIS. Further, in certain cases, the CIS has stopped children from entering the U.S. for an adoption
due to problems in the foreign country. Nightlight will keep Adopting Parents informed of the CIS situation with regard to a child Adopting Parents wish to adopt, but Nightlight cannot guarantee the child will be allowed to enter the United States.

LEGAL RISKS

In any adoption there may be legal risks. These include the risk that the agency or court in the foreign country may not approve Adopting Parents’ adoption or will change the requirements for Adopting Parents to complete the adoption. There may be issues raised by a termination of parental rights in the foreign court based on a relinquishment by the birth mother only, not the birth father. If Adopting Parents must finalize or confirm Adopting Parents’ adoption when Adopting Parents return home with a child, the court in Adopting Parents’ state may not approve the adoption or may have additional requirements Adopting Parents must meet beyond those of the foreign court or the CIS. Nightlight strongly recommends that Adopting Parents consult with an attorney regarding any issues which are of concern to Adopting Parents.

Although risks can never be totally eliminated, Nightlight encourages Adopting Parents to talk to other adoptive parents and adoption professionals who are familiar with international adoptions to better understand the risks involved.

WAIVER OF LIABILITY

The Adoptive Parents acknowledge and understand all of the risks of adoption as set forth in this document. Of course it is difficult, if not impossible, to foresee all potential risks involved in an international adoption, but it is our desire to be as transparent as possible. Adoptive Parents wish to pursue an adoption plan and to seek an adoptive placement, knowing and assuming all the medical, legal and other risks of adoption described or reasonably implied in this document. Adoptive Parents agree to the following waiver understanding that it is limited and specific to those risks which have been described or reasonably implied in this document.

Adoptive Parents hereby waive, release, and forever discharge Nightlight, its Partner Placing Agency, its employees, social workers, independent contractors, independent contract social workers, officers, directors, successor corporations and affiliates from any and all claims, demands, charges, causes of action, liabilities, penalties, costs and expenses related to the risks described or reasonably implied herein, including attorney fees, that Adoptive Parents who sign this waiver may have now or in the future against Nightlight, its Partner Placing Agency or its employees, social workers, independent contractors, independent contract social workers, officers, directors, successor corporations, affiliates and any third party, including, but not limited to, any foreign agency, lawyer, facilitator, governmental body, nation or any other individual or organization. Nothing herein shall relieve any party of liability imposed by law for intentional acts or gross negligence and not subject to a general waiver of liability.

Adoptive Parents hereby waive, release and forever discharge Nightlight, its Partner Placing Agency, its employees, attorneys, social workers, independent contractors, independent contract attorneys, independent contract social workers, principals, officers, shareholders, owners, directors, successor corporations and affiliates from any and all claims, demands, charges, causes of action, liabilities, penalties, costs and expenses, including attorney fees, that Adoptive Parents who sign this waiver may have now or in the future against any third party related to the risks described or reasonably implied herein, including but not limited to any foreign agency, lawyer, facilitator, governmental body, nation or any other individual or organization.

ACKNOWLEDGEMENT OF RISK

Nothing in this Agreement and nothing in Nightlight’s statements to Adopting Parents shall be construed as a promise or guarantee about the outcome of Adopting Parents’ adoption. Because of the nature of international adoption, Nightlight makes no representations as to the outcome of an adoption. No guarantee can be given, although a candid exchange of questions and views between Nightlight and Adopting Parents is always encouraged.

In accordance with Hague Standard 96.41, Nightlight has provided Adopting Parents with a copy of its Complaint Policy, Complaint Form and information on the Complaint Registry as Attachment B to this Agreement. By executing this Agreement, Adopting Parents acknowledge receiving this information.

Attorneys' Fees. If any action is necessary to enforce this Agreement, the prevailing party shall be entitled to recover its attorneys’ fees.

Governing Law. This Agreement shall be governed by the laws of the State of California. The parties agree that the proper venue for any action under this agreement shall be Orange County, California.

Complaint Policy. Nightlight’s Complaint Policy is explained in Attachment B.
Providing false information or failing to disclose required information is grounds for terminating Adopting Parents’ application without refund of any fees paid.

This agreement was entered into this ___ day of ____________, 20___ and shall be governed in accordance with the laws of the state of California.

______________________________  ________________________________
Adopting Parent                  Adopting Parent

Nightlight Christian Adoptions, by ________________________________

In accordance with Hague Standard 96.36 (a), Nightlight confirms that it prohibits its employees and agency from giving money or other consideration, directly or indirectly to a child’s parent(s), other individual(s) or an entity as payment for the child or as an inducement to release the child. If permitted or required by the child’s country of origin, an agency may remit reasonable payments for activities related to the adoption proceedings, pre-birth and birth medical costs, the care of the child, the care of the birth mother while pregnant and immediately following birth of the child, or the provision of welfare and child protection services generally. Permitted or required contributions shall not be remitted as payment for the child or as an inducement to release the child.

A signed copy of this Agreement will be returned to Adopting parents, along with instructions for proceeding with Adopting parents’ international adoption from Nightlight’s coordinating office. Please mail signed Agreement and other application documents to:

Nightlight Christian Adoptions
4430 E. Miraloma Ave., Suite B
Anaheim Hills, CA 92807

Attachments:

A. Fee Schedule
B. Complaint Policy and Form
## EXHIBIT A
NIGHTLIGHT® CHRISTIAN ADOPTIONS
INTERNATIONAL ADOPTIONS – FEES AND ESTIMATED COSTS

### TAIWAN

#### PROGRAM FEE COSTS TOTALS NOTES

<table>
<thead>
<tr>
<th>Application Phase</th>
<th>Costs</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Registration Fee</td>
<td>$1,500</td>
<td></td>
<td>Due upon receiving a Letter of Acceptance from NL</td>
</tr>
<tr>
<td>Homestudy Phase</td>
<td>$1,400</td>
<td>For translation, authentication, clearances, etc.</td>
<td></td>
</tr>
<tr>
<td>Referral Phase</td>
<td>$13,000</td>
<td>$8,000 for children age 5 and older or special needs</td>
<td></td>
</tr>
<tr>
<td>Nightlight fee I</td>
<td>$4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Fee</td>
<td>$9,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Pre-Travel Phase

<table>
<thead>
<tr>
<th>Costs</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nightlight fee II</td>
<td>$4,000</td>
<td>For 7 reports. Costs vary by agency.</td>
</tr>
<tr>
<td>Post-adoption reports</td>
<td>$2,100</td>
<td></td>
</tr>
<tr>
<td>Processing of Post-adoption reports</td>
<td>$700</td>
<td>For 7 reports. Translation, authentication, and shipping.</td>
</tr>
<tr>
<td>Driver in Taiwan</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Guide/Interpreter</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>Adoption Coordinator</td>
<td>$800</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Fee $25,250 $19,250 for children age 5 and older or special needs

#### Sibling fees

60% of Program Fee for each sibling

### OTHER COSTS (ESTIMATED) COSTS TOTALS NOTES

<table>
<thead>
<tr>
<th>U.S.-Based Fees</th>
<th>Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption Homestudy</td>
<td>$1,000 – 3,000</td>
<td>Costs vary by state and agency</td>
</tr>
<tr>
<td>CIS Fees</td>
<td>$1,104</td>
<td>Includes I-600 and Immigrant Visa Fee</td>
</tr>
<tr>
<td>Medicals, fingerprints, educational classes, etc.</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Authentication</td>
<td>$300</td>
<td>Cost vary by State</td>
</tr>
</tbody>
</table>

In-Country Adoption Costs $3,860 – 5,220 Estimates are for 2 people and 1 trip

<table>
<thead>
<tr>
<th>Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$1,600 – 2,400</td>
</tr>
<tr>
<td>Lodging</td>
<td>$840 – 1,400 Ext. 7 days total @ $120 - $200 per night</td>
</tr>
<tr>
<td>Food</td>
<td>$420 Ext. 7 days total @ $60 per day</td>
</tr>
<tr>
<td>Contingency Costs</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Total Other Costs (Est.) $6,764 – 10,124

### TOTAL FEES & ESTIMATED EXPENSES

<table>
<thead>
<tr>
<th>GRAND TOTAL</th>
<th>$32,014 – 35,374</th>
</tr>
</thead>
</table>

Range depends on your factors such as you state, the age of the child you adopt, etc. Overall cost may be reduced with $13,170 tax credit/refund.

The cost of operating an international adoption program is substantial and increasing with the additional compliance requirements under the Hague Convention on Intercountry Adoption. The nature of international adoption makes it impossible to predict the exact costs you will incur, but we believe the estimates above are realistic. Program fees are paid in phases and are non-refundable. Nightlight establishes a budget for costs each year based on the number of adoptions it estimates completing during the year from each country. Based on these estimates, we establish program fees, taking into consideration the amount of staff time and expenses which will be involved in maintaining the program. Of course it would be prohibitive to allocate all of the costs (payroll, rent, insurance, supplies, travel, etc) to one adoption in one program.

Please initial that you have received a copy of this List of Fees and Estimated Costs. Date:___________ Adopting Parents: ________
ATTACHMENT B
NIGHTLIGHT® CHRISTIAN ADOPTIONS
INTERNATIONAL ADOPTIONS – COMPLAINT POLICY AND PROCEDURES

POLICY:
Nightlight Christian Adoptions (Nightlight) provides services that are meant to be in the best interests of the children served through this agency. Nightlight aims to provide open, accountable and efficient service to our clients. While every effort is taken, sometimes mistakes are made. We aspire to learn from any mistakes and the complaint procedure is seen as very important in this continuous program of improvement.

PROCEDURE:
Any complaints that are filed with Nightlight will be reviewed, investigated and responded to within 30 days according to the following procedures. Expedited review will occur with time sensitive concerns or those related to allegations of fraud. While Nightlight recognizes that some clients are more difficult and/or demanding than others, it is the agency’s goal to satisfy all clients possible. When a client files a complaint, it is assumed that it is because the client’s problem was not adequately resolved at a lower organizational level. Complaints filed in good faith by a client will never result in any adverse consequences to the client. However, it is possible that the inability of the agency to resolve problems with a particular client may mean that the client would be better served with a different agency. Nightlight will always attempt to resolve client complaints and successfully complete the services for which the client engaged the agency.

The following steps will be taken for complaints:
1. Any birth parent, adoptive parent, prospective adoptive parent or adoptee may file a complaint with Nightlight regarding any services provided by Nightlight, it’s staff, Board of Directors or its supervised providers related to an issue of compliance with the Hague Convention, IAA or regulations implementing the IAA, or any service provided by the agency.

2. Anyone filing a complaint is requested to complete a ‘complaint form.’ (See attached form). This form requests the information needed to investigate the stated problem.

3. The Executive Director or his designee will review all complaints. The complaint will be fully investigated and a response given to the client within 30 days of Nightlight receiving the complaint or grievance.

4. The complaints and their outcome will be filed and available for review in the Nightlight office in Southern California.

5. On request by the Accrediting Entity – COA or a State Department designee -- Nightlight will provide a summary of all complaints received by any birth, adoptive or prospective parent or adoptee about any of the services or activities of Nightlight that raise an issue with compliance with the Hague Convention, IAA or regulations related to either.

6. If the individual who has filed the complaint is not satisfied with the response by the executive director, they may then appeal in writing to the Nightlight Board of Directors for review of the complaint.

7. The Board of Directors will review the complaint at the next regularly scheduled Board Meeting following the submission of all required documentation from the individual. The Board of Directors will make a decision within thirty (30) days following the submission of all necessary documentation. A majority vote by the Board of Directors will determine the decision.

8. A copy of the final decision will be placed in the client file. The final determination will be released to the client, but not the reasoning behind it.

All decisions are based on what is in the best interests of the child. A Complaint Registry is available on the U.S. State Department Web Site and can be accessed at: http://adoptionusca.state.gov/HCRWeb/WelcomeForm.aspx

We (I) have reviewed the Complaint Policy and Procedure for Nightlight Christian Adoptions. I/We agree to abide by the procedure listed above and ultimately the decision of Nightlight Board of Directors if they should be called upon to determine the outcome of a complaint.

_____________________________________ _______________________   ______________________________________________  ________________
Adoptive Parent                                             Date          Adoptive Parent    Date
NIGHTLIGHT CHRISTIAN ADOPTIONS COMPLAINT FORM

Name: ____________________________________________________________________________________________________

Address: __________________________________________________________________________________________________

Home Phone Number: _____________________________Cell Phone Number:_________________________________

Business Phone Number: __________________________

Nature of Complaint: (Please be specific, including names of involved staff members, time of incident, place of incident and issues related to the incident. Specifics help us to better investigate your concerns. Please include any supporting documents and attach additional sheets if necessary).

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

Suggestions on how you wish this issue to be resolved or handled in the future:

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

Investigated by: __________________________ Board Notified on Date:________________________

Action Taken: ___________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

050112
ADOPTIVE PARENT APPLICATION

Last Name of Adoptive Parent(s): ________________________________
Commonly used First Name(s): ________________________________
Address: ________________________________
City: __________ State: _______ Zip: __________ County __________
Mailing Address (if different from above): ________________________________

Contact Numbers (Please indicate with *, which # is best to reach you from 8-5 (your time zone), & indicate where detailed messages can be left.):

Home: (_____) ____________________ Fax: (_____) ____________________
Male Applicant’s Work: (_____) ____________________ Cell: (_____) ____________________
Female Applicant’s Work: (_____) ____________________ Cell: (_____) ____________________
E-Mail: Main: ____________________ Alternate: ____________________

Emergency Contacts: (Please note: We will contact persons at any time during or after adoption if we need to reach you.)

Name: ____________________ Relationship: ____________________
Phone: () ____________________ Address: ____________________
Name: ____________________ Relationship: ____________________
Phone: () ____________________ Address: ____________________

Date of marriage: _______________ City and State of marriage: _______________
Do you (or your spouse) have any children? □ Yes □ No If yes, how many? # _______________

Name M/F D.O.B. Biological/Adopted Resides (w/ us, other parent, etc.)

____________________________________________________________________________

____________________________________________________________________________

Do any other adults live in your home? □ Yes □ No (e.g. adult children, parents, housekeepers, guests)

Name M/F DOB Relationship to you

____________________________________________________________________________

How did you hear about our adoption programs? ________________________________

Failure to disclose or fully explain any requested information, or lack of candor or honesty in answering the questions on this application may result in your disqualification without refund of any fees paid.

OFFICE USE ONLY
□ Supervised □ Exempt
Agrmnt Sent ________ Agrmnt Rec’d ________
ADOPTIVE FATHER’S INFORMATION

Full Legal Name: ____________________________________________________________
Date of Birth: ________________ Age: _____ Social Security #: ______________________
Place of Birth: (city, state, country) _____________________________________________
Driver’s License Number: _____________________________________________________ State of Issue: _______________________
Passport Number: ___________________________________________________________ Expiration Date: ______________________
Are you a United States Citizen? YES / NO If no, where is your citizenship? ________________________________
Ancestry: (i.e. German, Irish, English, etc.) ______________________________________
Education: ____________________________ Occupation: _____________________________
Employer: ________________________________
Salary Last Calendar Year (per IRS Form 1040): ____________________ Current Annual Salary: _______________________
Work objective after placement: _____________________________________________
Hobbies/Interests: ____________________________________________________________
Church Affiliation: ____________________________ Active? YES / NO
Comments or Statement of Faith: _______________________________________________

PHYSICAL DESCRIPTION:
Height: _______ Weight: ___________ *BMI: _______ Eye Color: ___________ Hair Color: ______________
List all significant health history and current health status, including medications taken (attach sheet if necessary): ______

*For China Applicants: Go to http://www.nhlbisupport.com/bmi/ and calculate your Body Mass Index. If it is 40 or higher, please comment on a separate sheet of paper how your weight affects your blood pressure, cholesterol, mobility or other aspects of daily living.

FAMILY INFORMATION:
Parent’s Names: ____________________________________________________________ Marriage Intact? YES / NO
Address: __________________________________________________________________ Phone: (____) _________________

Do you have any prior marriages? YES / NO If yes, how many? # _______
(For each prior marriage, please list the name of spouse, the date of marriage and the date of divorce [month/year])

______________________________________________________________

Have you ever failed to meet your child or spousal support obligation? YES / NO / NA
Has any child ever been removed from your care due to abuse or neglect? YES / NO
Have you ever been deprived of parental rights or had your rights restricted? YES / NO
Have you ever been arrested? YES / NO (Include all arrests, even where charges were dismissed, never filed, or the record was later expunged. Even if an attorney or judge told you that you do not have to list an incident, you must disclose the incident to our office. Please explain in detail on a separate sheet of paper and attach it to this application.)
ADOPTIVE MOTHER’S INFORMATION

Full Legal Name: ___________________________ Maiden: ___________________________

Date of Birth: ___________ Age: _______ Social Security #: ___________________________

Place of Birth: (city, state, country) ________________________________________________

Driver’s License Number: ___________________________ State of Issue: _____________________

Passport Number: ___________________________ Expiration Date: __________________________

Are you a United States Citizen?   YES / NO   If no, where is your citizenship?__________________________

Ancestry: (i.e. German, Irish, English, etc.) ___________________________________________

Education: ___________________________ Occupation: ___________________________

Employer: ___________________________ Salary Last Calendar Year (per IRS Form 1040): ____________

Work Objective After Placement: _____________________________________________________

Hobbies/Interests: ___________________________ Church Affiliation: ______________________

Active? YES / NO Comments or Statement of Faith: _______________________________________

PHYSICAL DESCRIPTION:

Height: _______  Weight: _____  *BMI: _____  Eye Color: _______  Hair Color: ______________

List all significant health history and current health status, including medications taken (attach sheet if necessary): __________

For China Applicants: Go to http://www.nhlbisupport.com/bmi/ and calculate your Body Mass Index. If it is 40 or higher, please comment on a separate sheet of paper how your weight affects your blood pressure, cholesterol, mobility or other aspects of daily living.

FAMILY INFORMATION:

Parent’s Names: ___________________________ Marriage Intact? YES / NO

Address: ___________________________ Phone: (____) ____________________________

Do you have any prior marriages? YES / NO   If yes, how many? # __________

(For each prior marriage, please list the name of spouse, the date of marriage and the date of divorce [month/year])

_____________________________________________________________________________________

Have you ever failed to meet your child or spousal support obligation? YES / NO / NA

Has any child ever been removed from your care due to abuse or neglect? YES / NO

Have you ever been deprived of parental rights or had your rights restricted? YES / NO

Have you ever been arrested? YES / NO  (Include all arrests, even where charges were dismissed, never filed, or the record was later expunged. Even if an attorney or judge told you that you do not have to list an incident, you must disclose the incident to our office. Please explain in detail on a separate sheet of paper and attach it to this application.)
ADDITIONAL BACKGROUND:

ADOPTIVE FATHER

_____ Do you have any health problems or conditions that would interfere with parenting a child? _____

_____ Have you ever been charged or accused of child abuse or neglect? _____

_____ Have you received treatment for a mental condition? _____

_____ Have you ever been treated for drug or alcohol abuse? _____

_____ Have you ever been denied a homestudy? _____

_____ Have you ever been given an unfavorable homestudy? _____

_____ Have you ever begun a homestudy? _____

Explain: __________________________________________________________________________________
__________________________________________________________________________________________

ADOPTIVE MOTHER

FINANCIAL ASSESSMENT:

It is important that you answer each of these questions truthfully. For adoptions from China, you must have a positive net worth in order to be accepted into the program.

1. Real Estate Value $ ____________ — Remaining on mortgage $ ____________ =

   Home Equity $ _____ (A)

2. Assets (i.e. savings, investments, retirement accounts, etc.)

   Savings Balance $ _________
   Investments Balance $ _________
   Retirement Accounts Balance $ _________
   Vehicle(s) Value Balance $ _________
   Household/Personal Balance $ _________

   Total Assets $ _________ (B)

3. Debts (i.e. credit cards, auto, education, etc.)

   Auto 1 Balance $ _________
   Auto 2 Balance $ _________
   Credit Cards Balance $ _________
   Other Loan(s) Balance $ _________

   Total Debts $ _________ (C)

   Total Net Worth (A) + (B) — (C) = $ ____________.

1. Is life insurance in place to provide for the needs of the adopted child and family if the family financial provider dies? □ Yes □ No
   If not, are you willing to secure such insurance? □ Yes □ No

2. Do you have a will in place that names a guardian for your children? □ Yes □ No
   If not, are you willing to execute one? □ Yes □ No

3. Have you been in Bankruptcy? □ Yes □ No
   If “Yes” provide date(s) ____________ ____________

   Dad

   Mom
ALL APPLICANTS

Please refer to the “Getting Started Checklist” in your Information Packet. Include with this Application all items indicated on the checklist, including a recent photograph of your family, the Adoption Services Agreement and your initial fees.

<table>
<thead>
<tr>
<th>Have you completed a prior Application for Adoption? □Yes  □No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, please list the Name of Agency: ______________________</td>
</tr>
<tr>
<td>Date: ______________  Outcome: ______________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you own or rent your home? __________  Market Value:$ ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Payment: $ ______________________  Amount Owed: $ __________</td>
</tr>
<tr>
<td>Date you first lived in your home __________</td>
</tr>
</tbody>
</table>

IF YOU LIVE IN COLORADO, KENTUCKY, SOUTHERN CALIFORNIA OR SOUTH CAROLINA:

Nightlight and AHH require families living within Colorado, Kentucky, South Carolina or the Southern California counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura to complete your homestudy through either Nightlight or A Helping Hand Adoption Agency. If you already have a homestudy completed, please contact our office for consideration.

Have you lived in your current State of Residence for all of the last five years? If not, please list the dates and location of each state/country where you have resided.

<table>
<thead>
<tr>
<th>Male Applicant: □Yes  □No  Female Applicant: □Yes  □No</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________  ___________________________</td>
</tr>
</tbody>
</table>

IF YOU LIVE OUTSIDE OF COLORADO, KENTUCKY, SOUTHERN CALIFORNIA OR SOUTH CAROLINA:

Do you have a completed Homestudy? □Yes  □No

<table>
<thead>
<tr>
<th>If yes, date of completion: ______________  If no, projected date of completion: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>***Name of Agency: __________________________</td>
</tr>
<tr>
<td>Social Worker’s Name: __________________________</td>
</tr>
<tr>
<td>Address: __________________________</td>
</tr>
<tr>
<td>City: __________________________  State: ______  Zip: __________________________</td>
</tr>
<tr>
<td>Phone: __________________________  Fax: __________________________</td>
</tr>
<tr>
<td>Web site Address: __________________________</td>
</tr>
</tbody>
</table>

***INTERNATIONAL CLIENTS: As a Hague Accredited agency, we are required to have a cooperative agreement with any agency performing a homestudy for our families. Please contact us in advance to verify that we have a cooperative agreement in place with your homestudy agency. If you do not have a homestudy agency, we would be happy to provide you with a list of agencies in your area. ***
INTERNATIONAL ADOPTION / HOMESTUDY APPLICANTS

Country of Interest: __________________________ Number of Children desired: __________

Sex preferred: Male / Female / Either    Age Range: ________________ Sibling Groups? □Yes □No

Would you be willing to adopt a child with moderate to severe physical handicaps? □Yes □No

   If yes, please describe acceptable impairments: ________________________________

Please describe any situation where a child’s medical, physical or emotional background would not be acceptable for your family: ________________________________

Any other comments regarding child(ren) desired? ________________________________

Approximately 78% of children born to HIV infected mothers do not have the HIV virus.

Would you consider such a child if the child tested negative to HIV? □Yes □No

   (Internet research may be helpful if you have questions).

Have you filed an I-600A or I-800A with the CIS? □Yes □No

   If yes, Date filed: ________________ in City, State: ____________________________

Please establish (if necessary) and provide a FedEx account number which will be used by our office for shipping your documents: ____________________________

HOMESTUDY ONLY CLIENTS: If Nightlight is only performing your homestudy, please provide the information for your placing agency below:

   Name of Agency: ________________________________
   Contact Person: ________________________________
   Address: ________________________________
   City: ________________________________ State: _______ Zip: _______
   Phone: __________________ Fax: __________________

We understand that concurrent participation in more than one adoption program or pursuing infertility treatments while in the adoption process is not allowed without written acknowledgement. If you learn that we are in two concurrent programs, then we authorize you to notify the other program of our actions.

We grant our permission for you to discuss all relevant information regarding our case with necessary parties, including but not limited to, our homestudy or placing agency, Citizenship and Immigration offices, and foreign authorities or staff members.

We understand that all application and initial phase fees are non-refundable.

We hereby declare that all information provided in this application is true and correct to the best of our knowledge and belief.

______________________________ Male Applicant ________________________________

______________________________ Female Applicant ________________________________