

## APPLICATION FOR CARIBBEAN PROGRAMS Instructions for New York Families

Thank you for considering Spence-Chapin as your primary adoption service provider. Applications are reviewed weekly at Spence-Chapin by our Adoption Team. Once your application has been reviewed, our International Program team will contact you with any follow-up questions, points of clarification, and to discuss next steps. The purpose of the application is for Spence-Chapin to gain a full view of your family and the child you intend to adopt. This information allows Spence-Chapin to begin to assess program eligibility for your chosen international adoption program and set expectations for the rest of your adoption process.

Please be as thorough as possible and attach additional pages as needed. Write N/A for any questions that do not apply. Identifying information will be kept confidential and will not be released to anyone other than Spence-Chapin staff, the Accrediting Entity, or overseas representatives without prior consent.

There are five forms to complete for the application process. Please be sure to complete and return all of the following elements:

1. OCFS-5200A – Self-Assessment – click [here](#)
  - a. This is a form required by the State of New York for all adoptions
2. OCFS-5200B – Adoptive Parent Application – click [here](#)
  - a. This is a form required by the State of New York for all adoptions.
3. Spence-Chapin’s Supplemental Questions & Acknowledgements Form – click [here](#)
4. Identified Child Details – click [here](#) – you must fill out this form for each child you intend to adopt. So if you intend to adopt two children, you will complete one such form for each child.
5. Method of Payment – click [here](#)

Additionally, please enclose the following supplemental documents if the following situations apply:

1. A copy of any prior home study, home study update, and post-placement report if you have ever initiated and/or completed an adoption or foster care process.
2. If you will be transporting the child you adopt via personal vehicle, include copies of:
  - a. Valid driver’s license for each applicant who drives.
  - b. Valid car insurance for each personal vehicle which may be used to transport the child you adopt.
  - c. Valid vehicle registration for each personal vehicle which may be used to transport the child you adopt.
  - d. Valid vehicle inspection for each personal vehicle which may be used to transport the child you adopt.
3. A copy of the most recent W2 or 1040 for each employed applicant
4. If you or any adult member of your household has ever been arrested or convicted, include a copy of the final disposition of any arrest or conviction. Please also write a narrative, labeled “Legal History,” explaining in detail the circumstances leading up to the investigation, charge, arrest and/or conviction, as well as the final outcome. The narrative must have the following

# Spence Chapin

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statement above the applicant's signature: "signed, under penalty of perjury."

*Note: If application is submitted via email, a scanned copy of the disposition will suffice but THREE original dispositions will be requested during the home study process. To obtain a final disposition, contact the clerk of the court that handled the matter. If you are told that no disposition exists, obtain a letter on court letterhead stating so.*

If you have any questions, please contact Jane Krol, Coordinator of International Programs at [jkrol@spence-chapin.org](mailto:jkrol@spence-chapin.org) or Lauren Russo, Sr. Manager of International Adoption at [lrusso@spence-chapin.org](mailto:lrusso@spence-chapin.org) or 212-360-0212. You can also contact Lauren Jiang, Chief Program Officer of International Programs at [ljiang@spence-chapin.org](mailto:ljiang@spence-chapin.org) or 212-360-0218 or Stefani Moon, Associate Director of International Adoption at [smoon@spence-chapin.org](mailto:smoon@spence-chapin.org) or 212-360-0240.

Applications must be accompanied by supporting documents (as applicable) and a \$300 application fee in order to be reviewed. The application fee can be made via check (payable to Spence-Chapin) or via credit/debit card using the enclosed Method of Payment page.

**Please mail hard copies of the application to:**  
Spence-Chapin, Attn: International Adoption Application  
120 East 16th Street, 11th Floor New York, NY 10003

**Please email scanned copies to:**

[registration@spence-chapin.org](mailto:registration@spence-chapin.org)