



Procedures for Processing Recognition of Placement Agencies Outside of the United States or United States Territories for Pre-Adoptive Children

Members or former members who have children placed in their home through a foreign placement agency must request recognition of that agency through the Service issuing activity. The requests will be forwarded through the member or former member's parent Military Department concerned or an official to whom he or she has delegated approval authority. If the agency has been previously recognized and is listed in Note 2 below, another would not be required.

For Air Force members process as indicated in the table below. Refer to the Service specific chapters in AFI 36-3026 (I) for other service members.

STEP	ACTION
1	The military member presents documents from the foreign placement agency and the child's birth certificate.
2	The installation Judge Advocate reviews documentation for legal sufficiency and forwards through command legal channels for endorsement to the nearest Air Force issuing activity, Customer Service Element.

STEP	ACTION
3	Documents with endorsements are forwarded to the following MAJCOM ID offices for processing: HQ PACAF/DPPFS, 25 E Street, Suite D208, Hickam AFB Hawaii 96853-5411. HQ USAFE/DPPFP, Unit 3050, Box 25, APO AE 09094-5025.
4	MAJCOM ID offices send packages to HQ AFPC/DPSFR, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 for processing. HQ AFPC/JA has been delegated approval authority. If HQ AFPC/JA does not recommend endorsement, the Deputy Assistant Secretary of the Air Force (Force Management and Personnel) will review and make recommendation for approval/disapproval to the Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations and Environment).

NOTE 1: HQ DPSFR will notify the MAJCOM ID office and the Servicing Military Personnel Office when approval is received. Approved placement agencies are posted on the HQ AFPC DEERS/RAPIDS web page (see paragraph 25.1.3.5.). Approximate processing time is two weeks if approved and 6-8 weeks if staffed to Secretary of the Air Force level.

NOTE 2: If the placement agency is not listed below, then, approval of recognition is required. Placement Agencies that have been processed and approved thus far are as follows: The Philippine Department of Social Welfare and Development; The Independent Adoption Service, London, England; The Juvenile Branch, Juvenile Section of the Second Judicial Circuit Court, Republic of Panama; the Japan International Social Service (JISS); First Sectional Juvenile Court of the First Judicial Court of Panama; the Social Services of Adana Turkey; the District Court of Sophia, Bulgaria; Thai Department of Public Welfare, Thailand; the Catholic St. Lucy's Center, Taiwan; the Ai no Kesshin, Shizuoka, Japan; Social Affairs Institution, Portugal; Stuttgart Lankies Jugendamt (Stuttgart County Youth Services), Germany; Chinese Children Adoption International (CCAI), China, Romanian Children's Alliance Foundation (RCAF), Bucharest, Romania; Dillon International, Inc., Korea; Eastern Social Welfare Society, Korea; International Social Assistance Okinawa, Inc.; Civil Record Office of Leminsky, District administration, Valdivostok, Primorsky Krai, Russia; Child Adoption Board of the Adoption Centre of the Department of Public Welfare of Thailand Crown Child Placement International Inc., Thailand; Registry Office of Passport Agency, Ukraine; Zhuzhou Children Social Welfare Institute - People's Republic of China; Nanjing Children's Social Welfare Institute - People's Republic of China; Yangzhou Public Welfare Institute, People's Republic of China; Holt International Children's Service, People's Republic of China; Ningdu County Welfare Institute, People's Republic of China. We will update periodically as we process different agencies and receive approval.