

**Table 4.14 per AFI 36-3026**

**ID Card Processing Procedures for Pre-adoptive Children when Placement Agency Is Outside of the U.S. or a U.S. Territory.**

<b>STEP</b>	<b>ACTION</b>
<b>1</b>	If there is an approval letter, review the approval letter provided by the Assistant Service Secretary concerned or an appropriate official to whom he or she has delegated approval authority and child's birth certificate. Process in accordance with Table 4.13.
<b>2</b>	If there is no approval letter, forward the package through local legal office to determine legal sufficiency. For Army cases, the local Community and Family Support Center will work with the Information and Referral Service to determine if a foreign placement agency is recognized by DoD. <b>(T-3)</b> .
<b>3</b>	If the local legal office finds the document legally sufficient, forward the package to the Command legal office for endorsement.
<b>4</b>	If the Command legal office endorsement is received, forward package to the Service DEERS Project Office.
<b>5</b>	The Service DEERS Project Office will notify the servicing RAPIDS office of the approval. <b>(T-3)</b> .
<b>6</b>	Notify the member to return to the RAPIDS office for verification and issue of the ID card if necessary.
<b>7</b>	Refer to criteria in paragraph 4.16 for completion of verification and issuance of ID card. See paragraph 4.19 for adopted children.

**4.16. Pre-adoptive Children.** Pre-adoptive children placed in the home of a member or former member home by a placement agency (recognized by the Secretary of Defense) on 5 October 1994 or later may be eligible for MC if the criteria in Table 4.12 are met. For the purpose of this policy, an authorized placement agency in the United States (US) or a US territory is licensed for the purpose of adoption by the state or territory in which the adoption procedures are completed. In all other locations, the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority must approve a request for recognition.

**4.19. Adopted Children.** Refer to Attachment 5, Rule 18b and **Notes 7** through 7.1.4. For information about Intercountry adoptions, refer to the Bureau of Consular Affairs, U.S. Department of State at <https://travel.state.gov/content/adoptionsabroad/en.html>. **Exception:** Children adopted after age 21 who were incapacitated before the adoption, see paragraphs 4.11 - 4.12 and Tables 4.8 and 4.9.