

**Table 4.13 per AFI 36-3026**

**Table 4.13. Processing Procedures for Pre-Adoptive Children When Placement Agency is Within the U.S. or a U.S. Territory.**

STEP	ACTION
1	Review placement agency document, child's birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc.).
2	Complete the DD Form 1172-2 (formerly DD Form 1172). Refer to Attachment 2 for entitlements, Attachment 4 for MC effective date and expiration date.
3	List documents reviewed in block 21.
4	Have sponsor certify residency and dependency in block 21.  Incapacitated children require a dependency determination (over 50 percent support). See Attachment 2 for entitlements and Attachment 3 for MC effective date and expiration date.
5	Complete verification process and ensure sponsor reads Privacy Act before signing the DD Form 1172-2 (formerly DD Form 1172).
6	Give the sponsor a copy of the DD Form 1172-2, if appropriate and advise application is good for 90 days from date of verification.
7	Scan DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.