

## Check List

The following documents should be prepared by the Intended Parents before the final visit in order to register the baby(ies) at the Civil Registry Office and obtain Birth Certificate(s):

1. **Passport of the Intended Mother.**
2. **Passport of the Intended Father.**
3. **Original Marriage Certificate** either legalized or apostilled depending on the country (please check the [list of countries where Apostille is applied](#)).

APOSTILLE (Convention de La Haye du Oct. 5, 1961)	
1. Country .....	
This public document	
2. has been signed by .....	
3. acting in the capacity of .....	
4. bears the seal/stamp of .....	
Certified	
5. at .....	
6. the .....	
7. by .....	
8. No. ....	
9. Seal/stamp: .....	10. Signature: .....
.....	

Legalization/Apostilization is the process of authenticating or certifying a legal document so a foreign country's legal system will recognize it as with full legal effect. To legalize/apostille the document, you should submit it to the governmental authorities in your home country. This process may take few days.

### Additional documents

1. If you changed your **last name** after marriage and the Marriage Certificate doesn't indicate your married name, you need to get the **Certificate of Change of Name** which should be legalized or apostilled depending on the country.
2. If your **full name** indicated in the Passport does not completely coincide with the full name indicated in the Marriage Certificate (it also concerns shortenings), you need to get the **Certificate of Change of Name** which should be legalized or apostilled depending on the country.
3. If the **nationality/citizenship** indicated in the Passport doesn't coincide with the nationality/citizenship indicated in the Marriage Certificate (if applicable), you need to get the **Certificate of Citizenship** which should be legalized or apostilled depending on the country.

If you are not sure whether you need these documents, please send us good quality scans of your Passports and Marriage Certificate for us to check them in advance.

**Note! If these documents are not ready till your final visit, the process of obtaining Birth Certificate(s) will be extended.**

When the Intended Parents arrive in Kiev (or Kirovograd) for delivery, we take the above mentioned original documents for translation, which takes up to 5 working days. Translation of documents in a language other than English may take more time.

On the day of discharge from the maternity hospital (or on the next day), the surrogate signs all necessary statements at the Notary`s office and we get discharge document(s) and medical certificate(s) of birth from the Maternity hospital.

After discharge from the maternity hospital, the Intended Parents come to the Biotexcom clinic for DNA testing. The results of DNA testing are usually ready within 12 working days.

Please let us know if your Embassy requires its own DNA testing.

We prepare the following documents for registration of your baby(ies) at the Civil Registry office:

1. Translated passports of the Intended Parents
2. Translated Marriage Certificate
3. Translated Certificate of Change of Name / Citizenship (if applied)
4. One statement from the surrogate
5. Photocopy of the surrogate`s passport
6. Medical certificate of birth
7. Certificate of genetic relationship issued by the Biotexcom clinic
8. Documents of the Translator who will accompany you at the Civil Registry Office

**The period between the discharge of the baby(ies) and obtaining birth certificate(s) may vary between 10-12 working days.**

After the birth certificate is obtained we need to legalize/apostille and translate it together with the statement(s) of your surrogate. Apostilization may take up to 20 working days in high season. We cannot speed up this process because apostilization is carried out by the Ministry of Justice of Ukraine.

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*Expected processing time*

Translation	5 working days
Apostilization	5-10 working days

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At the end of the process you will get the following documents:

1. Legalized/apostilled Birth certificate(s) + translation
2. Legalized/apostilled Statement(s) of the surrogate mother + translation
3. Translated discharge document(s)
4. Translated Medical Certificate(s) of Birth
5. Certified copy of the surrogate mother's passport + translation
6. DNA test report(s)

**Note! Please contact your Embassy before you arrive in Kiev in order to obtain a full list of documents required for the Exit process, as it varies depending on the country.**

*We, the undersigned, do hereby acknowledge that we have received, read and fully understood this Check List.*

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Full name of the Intended Mother

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Full name of the Intended Father

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Signature

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Signature