

# ICSA How-to Guide

## Visiting CCCWA

International Child Search Alliance



If you want to visit the China Center for Children's Welfare and Adoption (CCCWA) in Beijing to look at your adoption file, you can contact Cherry Yan to make an appointment for you. Cherry is a Chinese adoptee who grew up in China, still lives in China, and is willing to help. Contact her at least 10 days in advance of your visit via her WeChat: *yanmenghui001*. Visiting CCCWA is free.

Adoption files from 1994 and later are at CCCWA, but they do have some earlier files – ask Cherry.

You must go in person; you can't send someone else in your place. If the adoptee is a minor, parents can go instead, but should bring a copy of the child's passport just to be safe.

There is someone at the CCCWA office who can speak English, but you will need to have your own translator. You're not allowed to take photos of your file, but your translator can write down any new info in Chinese characters for later use. Cherry has a friend Angel who can translate at a cost. Angel has an undergraduate degree, and both writes Chinese and speaks English very well.

You need a separate appointment if you also want to visit the matching room.

### To set up your appointment:

Contact Cherry through WeChat at *yanmenghui001* and provide her with:

- adoptee's Chinese name
- year adopted
- name of orphanage and province

Let Cherry know if you would like to use her friend Angel as a translator.

### When at CCCWA:

CCCWA is far out from the inner city; a taxi is best.

You will have one hour per file.

Have your passport with you for ID. Take copies of adoption papers for comparison. Some photos are allowed, like of other photos, outside of the file. Ask before taking any photos.

Have your translator write down new information **in Chinese characters** for later use, not just a translation to your native language. A good tip is to have your translator write it on their phone, then you will immediately have the Chinese characters digitally as well. If there is a footprint, you can draw the outline of the footprint on a piece of paper as a memory how small the foot was.

Sometimes you find new information, sometimes not! Good luck!

