Home Study Documentation Checklist

Below is an itemized list of all the documentation you are required to provide for your Home Study. We have provided this list to help you gather and organize all the required documentation and forms. Please put all forms into a package to submit to your Adoption Specialist.

Please, carefully follow the instructions provided. We require some documents to be emailed to us (without signatures in a word document format), and the original hard copy signed and included in your package. Beware, some documents do need to be notarized. We have provided all forms, required for your Home Study, on our website www.FloridaAdoptionCenter.com for your convenience.

Completed documents, may be given to your Adoption Specialist in person, or you may drop them off at our office or mail them to:

Florida Adoption Center.
1600 Sarno Rd, #8,
Melbourne, FL 32935.

Please note: We prefer you to provide us with all the information and documents we require collated into one package. If you have not yet completed your CPR, or First Aid and Safety training, this can be submitted later, but will have to be completed in order for your Home Study to be approved. We request all documentation be organized in the package in the order in which it is listed below. Packages which are submitted with either incomplete information or missing documentation will delay the completion of your Home Study.

We recommend you make a copy of all documents you supply, for your records.

1. ___ Confidential Home Study Information Form – See website to download form.

2. ____ Central Abuse Hotline Record Search - This is a form supplied by our agency (see website). Please fill it out and return to the office in your package. Complete both pages and include all family member information, including yourself and your spouse, on the second page.

3. ___ Affidavit of Good Moral Character. This is needed for all persons over the age of 18 years living in the home.

4. ____ Local background check- Go to your local police department or sheriff’s department and ask for a certified or notarized copy of a “local background check.” A report is required for all adults over the age of 18 years who live in the home. If any member of the family has changed their name (for example marriage, or divorce), a report will be needed for each name used.

5. ____ Livescan Background Screening Submission - DCF fingerprint clearances. On our website we have provided a copy of the form with our Agency VECHS number, and a website address
where you can find a Livescan vendor. Note: Be sure to take our VECHS forms with you to the Livescan provider.

6. _____ Medical report – Adults. Please use the attached medical forms for all family members over the age of 18 years living in the home. Must have Doctor’s office stamp and be dated.

7. _____ Medical report – Children. Please use the attached medical report form for all minor children living in the home. Must have Doctor’s office stamp and be dated.

8. _____ Shot Records for all minor children living in the home.

9. _____ Provide a photocopy of all pages of your most recent tax return. Please note we are unable to copy this for you. Copier services are available at locations such as your local library, Staples, Office Depot, etc.

10. _____ Employment reference Letters - Provide employment letter/s signed by your supervisor/s. See the full instructions on our website itemizing exactly what is required to be included in the letter. The letter will need to be notarized. A notarized letter from your CPA can be substituted for an employment letter, if you are self-employed.

11. _____ Family Financial statement - The form is attached on the website.

12. _____ Copies of bank statements (all pages), most recent, for all checking, savings and investment accounts.

13. _____ Copy of Car Insurance

14. _____ Copy of Health Insurance Policy

15. _____ Copy of Life Insurance Policy

16. _____ Reference letters (5) which do NOT need to be notarized. Only one letter can be from a family member. References can be from people who know you as a couple, or as an individual, but letters must be provided for each Adoptive Applicant. Please follow the instructions on the website, as we require reference letters to be emailed in word format (unsigned) and a hard copy (signed) included with your package.

17. _____ Copies of documentation - Photocopies of birth certificates for all children, adoptive parents, marriage, and divorce decrees.

18. _____ Copy of Driver’s license for Adoptive Parent/s

19. _____ Guardianship statement - This form to be signed by both applicants and chosen guardians.

20. _____ Arrest disposition (where applicable) - See website for full instructions.

21. _____ Documentation or copies of CPR certification.

22. _____ First Aid and Safety Training.
23. _____ Adoptive Parent Training Certificate.

24. _____ Shot records for all pets.

25. _____ Floor Plan of the home.

26. _____ A Photograph of each family member and all pets – Actual photograph not digital. If you use digital photography you may print out hard copies cheaply at Walmart.

27. _____ Photograph of all rooms in the house including garage, front view of house, back view of house, view of yard. View of Pool. Actual Photograph not digital. If you use digital photography you may get hard copies printed cheaply at Walmart.

Questions may be emailed to office@floridaadoptioncenter.com or call 321-250-5683