



Home Study Documentation Checklist

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

Please, carefully follow the instructions provided as we require some documents to be emailed to us in addition to a signed hard copy. Beware, some documents have to be notarized. We have provided all forms required for your Home Study and have attached them on our website for your convenience.

Completed documents, may be given to your Adoption Specialist in person, dropped off or mailed to our office at:

**Florida Adoption Center LLC.
1840 Sarno Road
Melbourne, FL 32935**

Please note: We prefer you to provide us with all the information and documents we require collated into one package. 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 result in a delay in your Home Study completion.

We recommend that you a copy of all documents you supply.

1. ___ Confidential Home Study Information Form - See website to download form.
2. ___ Child abuse clearance- 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. ___ 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.



4. ____ Livescan fingerprint clearances. On our website we have provided a copy of the form with our Agency Identifier number, and a website address where you can find a Livescan vendor. Note: Be sure to take our Live Scan Background Screening Form with you to the Livescan provider.
5. ____ Medical report- Please use the attached medical forms for all family members over the age of 18 years living in the home. Note: **Doctor's signature** will need to be **notarized**.
6. ____ 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.
7. ____ 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.
8. ____ Financial statement - The form is attached on the website.
9. ____ 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 (unsigned) and a hard copy (signed) included with your package.
10. ____ Photocopies of birth, marriage, and divorce decrees.
11. ____ Guardianship statement - This form to be signed by both applicants and chosen guardians.
12. ____ Affidavit of Good Moral Character and addendum. This is needed for all persons over the age of 18 years living in the home.
13. ____ Arrest disposition- See website for full instructions.