



Home Study Documentation Checklist for Update

Below is an itemized list of all the documentation you are required to provide for your annual Home Study Update. 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 Update completion.

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

1. ___ **Confidential Home Study Information Form** - See website to download form. **NOTE:** You may use your original form and just highlight any changes in **yellow**.
2. ___ **Central Abuse Hotline Records Search** - See website to download form. Please fill it out and return to the office in your package. Complete one form for each person over the age of 18.
3. ___ **Background Checks** - Required to obtain Local, State and Federal
 - a. ___ **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.

- b. _____ **Livescan Background Screening Submission** - DCF fingerprint clearances. See website to download form with our Agency Identifier number. You can visit FieldPrintFlorida.com to schedule an appointment. FieldPrint Code is FPFLAdoptCent1776Vol. NOTE: Be sure to return our VECHS Form to FAC with your paperwork.
- c. _____ **Arrest Disposition** - Required for any arrest, at any age. See website for instructions.

4. _____ **Medical Report**- See website to download form. The Adult form is needed for each family member over the age of 18 years that is living in the home. The Children form is needed for each family member under the age of 18 years that is living in the home. Note: **Doctor's signature** will need to be **notarized**.

- a. _____ **Shot Records** - Required for all minor children in the home.

5. _____ **Tax Return** - 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.

6. _____ **Employment Verification Letters** - Provide employment letter/s signed by your supervisor/s. See the Adoption Home Study section on the website for requirements for this. **Note:** This is only needed if your employment has changed. **If you are self-employed**, a notarized letter from your CPA can be substituted for an employment letter. If you are self-employed a letter from your CPA will be required at each update.

7. _____ **Financial Statement** - See website to download form.

- a. _____ **Bank Statements** - Copies of all pages of most recent bank statements for all checking, savings, and investment accounts.

8. _____ **Reference Letters** - Five (5), in total, 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 both Adoptive Applicants. 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.



9. ____ **Photocopies of Documentation** - To include birth certificates for adoptive parents and all children, marriage license, and divorce decrees. **Note:** Only needed if anything changed
10. ____ **Driver's License** - Copy of current driver's license for adoptive parents. **Note:** Only needed if anything changed or renewed
11. ____ **Guardianship Statement** - This form to be signed by both applicants and chosen guardians. **Note:** Only needed if anything changed
12. ____ **Vehicle Insurance** - Copy of current insurance cards or insurance policy showing active dates.
13. ____ **Health Insurance** - Copy of current insurance cards or insurance policy showing active dates.
14. ____ **Life Insurance** - Copy of current insurance cards or insurance policy showing active dates.
15. ____ **Pet Vaccination Records** - Copy of records showing all pets are current on shots.
16. ____ **Floor Plan** - Floor plan of home showing rooms, window, and door locations. **Note:** Only needed if anything changed
17. ____ **Photographs** - Must be physical photos but can be printed digital photos. **Note:** Only needed if anything changed
 - a. ____ Photographs of each family member
 - b. ____ Photographs of each family pet
 - c. ____ Photographs of house to include front and back view of house, front and back view of yard, view of pool, each room in the house, including the garage.
 - d. ____ Photographs of each family member
18. ____ **Affidavit of Good Moral Character** - This form needs to be resigned every year and can either be signed and notarized when your update packet is dropped off, completed during the home visit, or you can print it from our website and have it notarized elsewhere.

Questions may be e-mailed to Office@FloridaAdoptionCenter.com or call 321-250-5683.