



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 packet 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. Be aware some documents have to be notarized. We have provided all forms required for your Home Study 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 request that you provide us with all the information and documents collated into one package. We request all documentation be organized in the package in the order listed below. Packages submitted with either incomplete information or missing documentation will result in a delay in your Home Study completion and may incur additional costs to compensate for staff time.

We highly recommend that you scan/copy all documents you supply.

1. Personal History:

- a. ___ **Confidential Home Study Information Form** - Download from the website. E-mail word document to Home Study e-mail instead of printing. **NOTE:** You may use your original form and just highlight any changes in **yellow**.

2. Identification: NOTE: Only needed if Driver's License expired or was replaced in the last year, or if SS Info was changed.

- a. ___ **Driver's License** - Copy of current driver's license for each adoptive parent.
- b. ___ **Social Security Card** - Copy of Social Security Card for each adoptive parent.

3. Legal Documents (Photocopies needed - NOT originals): NOTE: Only needed if anything changed

- a. ___ **Birth Certificates** - Needed for each adoptive parent and all children living in the home.
- b. ___ **Marriage License for current marriage**



4. **Income & Finances:**

- a. _____ **Financial Statement** - Download from the website.
- b. _____ **Bank & Investment Statements** - Copies of all pages of most recent bank statements for all checking, savings and investment accounts.
- c. _____ **Pay Stubs** - Most recent pay stub for each parent
- d. _____ **Tax Return** - Copy of form 1040 of your most recent tax return. We DO NOT need the entire tax return.

5. **Insurance Policies:** Copy of current insurance cards or insurance policies showing active dates.

- a. _____ **Vehicle Insurance**
- b. _____ **Health Insurance**
- c. _____ **Life Insurance**

6. **House Layout & Fire Evacuation Plan: NOTE:** Only needed if house was remodeled and layout or evacuation plan changed.

- a. _____ **Floor Plan** - Floor plan of home showing rooms, window, and door locations. This can be hand drawn.
- b. _____ **Fire Evacuation Plan** - Create a fire escape plan. There are many resources available on the internet to complete this.

7. **Medical Reports:** Download from the website. If the most recent visit was within the previous 60 days, your doctor may use information from that check-up. Note: The doctor's signature will need to be notarized or stamped at their office.

- a. _____ **Adult Medical** - Required for each family member over the age of 18 years that is living in the home.
- b. _____ **Child Medical** - Required for each family member under the age of 18 years that is living in the home.
 - i. _____ **Shot Records** - Required for all minor children in the home.

8. **Animals:**

- a. _____ **Pet Vaccination Records** - Copy of records showing all pets are current with shots.

9. **Background and Records Checks:** Download all forms from the website.

- a. _____ **Affidavit of Good Moral Character** - Required for all persons over 18 years of age living in the home.
- b. _____ **Central Abuse Hotline Records Search** - Fill out the form and return it to the office in your packet. Complete one form for **each** person over the age of 18.
- c. _____ **Background Checks** - Instructions for all background checks are found on the Background Fingerprint Instructions on the website.



- i. _____ **Livescan Background Screening Form** - Required for each person being fingerprinted. Fill out and return with the packet.
- ii. _____ **Local Background Check** - A local criminal background check from your local Police or Sheriff's Department is required for all adoptive parents as well as anyone over the age of 12.
- iii. _____ **FBI and FDLE Backgrounds**
 1. FBI and FDLE background checks are required for ANYONE in your home over 18 years of age.
 2. FDLE name search is required for persons between 12 and 17 years of age living in the home.
- iv. _____ **Arrest Disposition** - Required for any arrest at any age. If no prior arrests, mark N/A
- d. _____ **Sex Offender Check** - Florida and National Sex Offender Databases will be searched by FAC Office staff

10. Guardianship: NOTE: Only needed if you are changing your guardians.

- a. _____ **Guardianship Statement** - Download from the website. This form is to be signed by both applicants and chosen guardians.

11. Verification and Reference Letters:

- a. _____ **Employment Reference Letters** - Download instructions from the website. **If you are self-employed, A notarized** letter from your CPA can be substituted for an employment letter.
- b. _____ **Reference Letters** - Download instructions from the website. If you are using any of the same references from the previous year, they can write a letter stating that they are still in support of your adoption plan and that everything stated in the original letter still stands. This letter still needs to be dated and include all contact information as the original letters, but can be e-mailed to HomeStudy@FloridaAdoptionCenter.com.

12. Training:

- a. _____ **Infant CPR First Aid and Safety Training Certificate (each)**
 - i. CPR certificates typically expire every two years. Please list month and year of last certificate here: _____
If more than two years ago, provide updated certificate.

13. Pictures: Must be actual photos (not promotional or generic builder photos) but can be printed digital photos. Multiple Pictures to one sheet are fine.

- a. _____ **(1) each family member** - Need updated pics with each update
- b. _____ **(1) each family pet** - Only need pics of new pets



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- c. ____ **House** - Only need if anything changed (i.e. house was remodeled or added on to)

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