



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 request that you to provide us with all the information and documents 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 and may incur additional costs to compensate for staff time.

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

1. ____ **Driver's License** - Copy of current driver's license for adoptive parents.
2. ____ **Social Security Card** - Copy of Social Security Card for adoptive parents.
3. ____ **Confidential Home Study Information Form** - See website to download form. E-mail word document to Office e-mail instead of printing.
4. ____ **Financial Statement** - See website to download form.
 - a. ____ **Bank & Investment Statements** - Copies of all pages of most recent bank statements for all checking, savings and investment accounts.
 - b. ____ **Pay Stubs** - Most recent pay stub for adoptive parent(s)



- c. ____ **Tax Return** - Provide a photocopy of form 1040 of your most recent tax return.
5. ____ **Floor Plan** - Floor plan of home showing rooms, window and door locations.
6. ____ **Photocopies of Documentation** - To include birth certificates for adoptive parents and all children, marriage license, and divorce decrees.
7. ____ **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.
8. ____ **Pet Vaccination Records** - Copy of records showing all pets are current on shots.
9. ____ **Insurance Policies** - Copy of current insurance cards or insurance policy showing active dates.
 - a. ____ **Vehicle Insurance**
 - b. ____ **Health Insurance**
 - c. ____ **Life Insurance**
10. ____ **Affidavit of Good Moral Character** - This is needed for all persons over the age of 18 years living in the home.
11. ____ **Background Checks** - Instructions for all background checks are found on the **Background Fingerprint Instructions** which can be downloaded from our website.
 - a. ____ **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.
 - b. ____ **Livescan Background Screening Submission** - FBI and FDLE background checks are required for all prospective adoptive parents as well as ANYONE in your home over the age of 18. For persons between 12 and 17 years of age an FBI check is not required, but an FDLE check is.
 - c. ____ **Arrest Disposition** - Required for any arrest, at any age. See website for instructions.



12. ____ **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.
13. ____ **Guardianship Statement** - This form to be signed by both applicants and chosen guardians.
14. ____ **Employment Verification Letters** - Provide employment letter/s signed by your supervisor/s. See website for full instructions on itemizing exactly what is required to be included in the letter. The letter will need to be on company letter head or notarized. **If you are self-employed, A notarized** letter from your CPA can be substituted for an employment letter.
15. ____ **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 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.
16. ____ **Training Certificates** - FL Law requires 21 hours of adoption training
 - a. ____ Infant CPR First Aid and Safety Training Certificate
 - b. ____ Adoptive Parent Training Certificates - Training suggestions will be provided by Home Study Specialist
17. ____ **Photographs** - Must be actual photos (not promotional or generic builder photos) but can be printed digital photos. Multiple Pictures to one sheet are fine.
 - a. ____ Each family member
 - b. ____ Each family pet/s
 - 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.

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