



## Florida Home Study Checklist

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**All of these documents will be collected at the time of the home visit with your adoption social worker.**

**Please call or e-mail any time. We will be happy to answer your questions!**

1. \_\_\_\_ Child abuse hotline record search- Individual form required for all adults in the home.
2. \_\_\_\_ Local background check- Required for anyone in the home over 12 years of age. This is completed at your local county sheriff's office. Most can now be completed online.
3. \_\_\_\_ FBI background checks. Go to [www.FieldprintFlorida.com](http://www.FieldprintFlorida.com) to schedule your appointment.

Enter our agency code: FPSunshineStateVECHSVol

Most of the fingerprinting locations are in UPS or Mailbox Etcetera stores, and your appointment will take less than ten minutes from start to finish. Results will be e-mailed directly to our agency within 24-48 hours.

4. \_\_\_\_ DJJ/FDLE background checks. This is needed for anyone 12-17 in the home. Please go to this website and click on "instant search". The results will be emailed to you, and you can forward them to your social worker. <https://www.fdle.state.fl.us/Criminal-History-Records/Florida-Checks>
5. \_\_\_\_ Adult medical form. This is needed for anyone 18 or older in the home.
6. \_\_\_\_ Children's medical from. This is needed for all children in the home.
7. \_\_\_\_ Financial Statement. Please fill out the form and have it notarized.

8. \_\_\_ References questionnaires. Five need to be completed and collected. Two of the forms can be completed by a family member. If the references prefer to submit them to your social worker, please contact your social worker.

9. \_\_\_ Affidavit of Good Moral Character. This is needed for anyone 18 or older in the home. It must be notarized.

10. \_\_\_ Guardianship statement.

11. \_\_\_ Confidential Home Study Inventory – This is completed by the applicant/applicants. It should be filled out PRIOR to the home visit.

12. \_\_\_ An employment verification letter written on company letterhead. This letter should state your name, position, full-time or part-time, length of employment and current annual salary. The letter should be signed by your supervisor. If you are self-employed, your accountant or bookkeeper can write your employment letter.

13. \_\_\_ A photocopy of your most recent tax returns. First two pages of the 1040

14. \_\_\_ Photocopies of birth certificates for all household members, and marriage, and divorce decrees (if applicable) for applicants.

15. \_\_\_ Acknowledgement of Firearms Safety Requirement Form.

16. \_\_\_ Arrest disposition- If you have any record of criminal conduct or have been arrested for any reason, at any age, even if the charges have been dismissed, sealed or expunged, the arrest will need to be addressed in the home study.

If you have an arrest record or a criminal history of any kind, call the Clerk of the Circuit Court in the county where the arrest/offense took place and ask for a certified copy of your disposition and court file or a certified letter stating they no longer have the records on file.

You will need to write a brief narrative explaining the arrest/offense and circumstances about the charges. Having an arrest record does not typically prevent a family from adopting a child.

**We are here to help you! Call or e-mail with questions.**