

Domestic Home Study Paperwork Checklist

The following documents are needed to complete your home study. Please keep a copy of all documents for your records. Please mail your completed documents to our office or give them to your social worker during your home visit.

All items requiring notarization need to have the full notary oath written on them. The full notary oath consists of the notary's signature, stamp, county, state, date, and how the person signing the form is known to the notary. The notary can either write personally known to me or produced driver's license number _____ for identification. If the documents are not notarized correctly, the Secretary of State will send them back to you to be notarized again. Here is a link for samples of notary wording. <http://notaries.dos.state.fl.us/notsam97.html>

1. ___ Child abuse clearance- This is a form supplied by our agency. Please fill it out and return to Sunshine State Adoption and Home Study Services at 1344 Vassar St., Orlando, FL 32804. Please make sure you fill out both pages. Include all family members, including yourself and your spouse, on the second page.
2. ___ Local background check- Go to your local police department or sheriff's department and ask for a **notarized** or **certified** copy of a local background check. This is needed for anyone 18 or older in the home.
3. ___ Livescan fingerprint clearances. Please go to www.electronicfingerprinting.com for directions and pricing. Please take the VECHS forms with you.
4. ___ Medical report- Please use the attached medical form. The **doctor's signature** will need to be **notarized**. This is needed for anyone 18 or older in the home.
5. ___ A photocopy of your most recent tax return.
6. ___ An employment letter signed by your supervisor stating your name, position, full-time or part-time, length of employment, projected annual salary for 2010, and probability of future employment. The letter will need to be notarized. If you are self-employed, your CPA can write the **notarized** letter.
7. ___ Financial statement-The form is attached.
8. ___ Five letters of reference. One letter can be from a family member. If you are married, you can choose references of people that know you as a couple. Reference letters do **not** need to be notarized. The references can give you the letters in a sealed envelope or they can be mailed to the office.
9. ___ Photocopies of birth, marriage, and divorce decrees.
10. ___ Guardianship statement- This form will be signed by you and your chosen guardians.
11. ___ Affidavit of Good Moral Character and addendum. This is needed for anyone 18 years or older in the home.
12. ___ Confidential Home Study Inventory – The questionnaire is attached.
13. ___ Arrest disposition- If you 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. Your fingerprints will be submitted to the FBI for clearance.

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