International Home Study Paperwork Checklist

The following documents are needed to complete your home study. You will most likely need the original copies for your international adoption. You may provide photocopies to Sunshine State Adoption and Home Study Services. 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 or the Secretary of State will **not** certify or apostille them. The full notary oath consists of the notary's signature, stamp, county, state, date, and how the person signing the form is known 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 at1344 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.____Florida Department of Law Enforcement check- Fill it out and send it to the address on the form with a check. The results will be sent directly back to Sunshine State Adoption and Home Study Services. This is needed for anyone 18 and older in the home.

3.____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.

4.____Medical report- Your adoption agency will either give you a form to fill out or you can use this 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. If your adoption agency asks you to fill out a different form, you can use their form and make a copy for Sunshine State Adoption and Home Study Services.

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. You can order State Certified copies of these documents for your dossier from www.Vitalchek.com. Sunshine State Adoption and Home Study Services will accept any copy you have, but you will most likely need State Certified copies for your international adoption.

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. The Department of Homeland Security conducts background checks as a part of the Untied States Citizenship and Immigration Services process, and they see all prior history.

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.