



## Home Study Checklist for Domestic Adoptions

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

1. \_\_\_ Child abuse hotline record search- Please fill out the Child Abuse Hotline Record Search form and mail it to:

Sunshine State Adoption and Home Study Services  
1344 Vassar Street, Orlando, FL 32804  
Attention: Debra Hewitt

Please make sure you fill out both pages. Include all family members, including yourself and your spouse, on the second page. A member of our staff will sign this form and submit it to The Florida Department of Children and Family Services.

2. \_\_\_ Local background check- Go to your local sheriff's office and ask for a **certified** copy of a local background check. This is needed for anyone 18 or older in the home. Most sheriff's offices will complete the clearance while you wait.

3. \_\_\_ FBI background checks. Go to [www.FieldprintFBI.com](http://www.FieldprintFBI.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 mailed directly to our agency within 24-48 hours.

4. \_\_\_ Adult medical form. This is needed for anyone 18 or older in the home.

5. \_\_\_ Children's medical from. This is needed for all children in the home.

6. \_\_\_ A photocopy of your most recent tax returns for the past year.

7. \_\_\_\_ An employment verification letter written on company letterhead. This letter should simply state your name, position, full-time or part-time, length of employment and current annual salary. The letter should be signed and notarized by your supervisor.

If you are self-employed, your accountant or bookkeeper can write your employment letter.

8. \_\_\_\_ Financial Statement. Please fill out the form and have it notarized.

9. \_\_\_\_ Five reference questionnaires. One of the forms can be completed by a family member. Please collect five signed forms in sealed envelopes and give them to your social worker.

10. \_\_\_\_ Photocopies of birth, marriage, and divorce decrees.

11. \_\_\_\_ Affidavit of Good Moral Character. This is needed for anyone 18 years or older in the home.

12. \_\_\_\_ Guardianship statement.

13. \_\_\_\_ Confidential Home Study Inventory – The questionnaire is attached. Everyone must fill out this form.

14. \_\_\_\_ 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. Your fingerprints will be submitted to the FBI for clearance.

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 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.

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