

CHECKLIST OF DOCUMENTS For HOME STUDY
For the Adoptive Family

- **Beginning The Home Study** – The first stage of examination of the child’s new environment

_____ Home Study Application - *Fill it out, copy it & send it to us via US Mail or Email.*

During or soon after review of your application we will need these additional documents...

_____ Release of Information From Georgia DFCS (for applicants)

_____ Consent to Release Georgia Criminal History (for applicants)

_____ General HIPPA Release of Child Protective Services Information (for every adult 18+)

_____ General HIPPA Release of GA Sex Offender Registry Information (for every adult 18+)

HIPPA releases are needed for all persons in the household 18 years of age and older including applicants.

- **Your Acceptance Package** – Our welcome and introduction to your personal *Adoption Consultant*.

Name _____ Phone _____

Documents for your needs only

_____ Guideline for Reference Letter. (Four references required)

_____ Instructions for FBI Fingerprint Cards - Registration/submittal procedure (for every adult 18+)

_____ Instructions for Obtaining Georgia Criminal Background Check. (for every adult 18+)

FBI & Ga.Registration/submittal procedure for all persons in the household 18 years including applicants.

Working documents for your Adoption Consultant (Sign one copy and keep one copy)

_____ Policies and Procedures (agreement form) Initialed and signed by applicants.

_____ Document Retention Agreement-Personal Packet of Documents

_____ Adoptive Parent’s Personal Profile Questionnaire (one for each applicant)

_____ Medical Report For Adoptive Applicant (one for each applicant).

Also include: 1. Drug Screen Report on ALL household members 18 years or order.

2. A letter from any specialist or mental health professional seen in the past 2 years.

_____ Medical Report For Others In The Home 18yrs+ (one for each person)

_____ Medical Report For Children In The Home Under 18yrs (one for each child)

Doctor’s statement of general health, immunizations, etc.

_____ Financial Statement For Adoptive Parenting Also attach a copy of most recent mortgage statement, mortgage contract, rental agreement or lease.

_____ Adoptive Parent Child Safety Agreement

_____ S.I.D.S. Awareness Agreement-Policy on Sleep Position

- **Additional Documents for Your Adoption Consultant**– *(Remember to keep a copy for yourself)*

In addition to copies of these documents, originals need to be examined by your Adoption Consultant

_____ Applicant’s Birth Certificates, Marriage License and Divorce Decrees or Death Certificates that ended any previous marriage.

_____ Birth Certificates of biological children and Adoption Decrees of adoptive children.

_____ Driver’s License and Insurance Card for all drivers in the household.

_____ Proof of medical/health insurance

_____ 911 call history from law enforcement jurisdictions of all Georgia addresses where applicants and other family members have lived for the preceding 5 years.

_____ Sanitation inspection for non-public water/sewer. Well water and septic tank can only be inspected by an official of the local Environmental Health Department. The inspection report should include the system capacity of the home in number of bedrooms or people.

(Exemption from this inspection requires a current original bill from a public water/sewer provider)

_____ The most current state and federal tax returns. Primary pages without attached schedules.

_____ Employment and salary verification. Letter from employer stating employment dates and salary.

_____ Rabies shot verification of all pets.

_____ Recent photographs of the applicants and all other members of the household.

Include one photo of a bedroom and one photo of the outside of the home.