



***Friday's Child Adoption Services, Inc.***  
*A Virginia Licensed Child Placing Agency*

Welcome to Friday's Child Adoption Services, Inc. We look forward to working with you during the adoption process. Below are the forms and supporting documents we will need to complete your Home Study. If you have any questions, please don't hesitate to contact us.

Documents you will need to submit:

- A. Application (with photographs)
- B. Signed Menu of Services and Fees
- C. Proof of Pre-Adoption Training
- D. Confidentiality Statement
- E. Copies of Passports (for international adoptions)
- F. Letter from Employers (one for each parent)
- G. Medical Exams for Each Member of the Household
- H. TB Screenings
- I. Copy of Birth Certificates for Each Member of the Household
- J. Copy of Marriage Certificate
- K. Copy of Any Divorces
- L. Copy of Any Death Certificate
- M. Copy of "Face Page" of Life Insurance Policies
- N. Copy of Health Insurance Policy Statement as to When Adopted Child is Covered
- O. Copy of Guardianship Plans or Wills
- P. FBI Fingerprint Clearance (for each family member over age 18). Completed cards to be returned to Friday's Child for processing by Virginia DSS Office of Background Investigations.
- Q. Child Protective Service Clearance (for each family member over age 14). Applicants who have lived in other states within the past five years will need clearances from those states in addition to the Virginia Department of Social Services clearance.
- R. Sworn Disclosure Statements (one for each family member over age 14)
- S. Signed Corporal Punishment Prohibition document
- T. Copy of the First 2 Pages of the Last 3 Years Income Tax Returns
- U. Proof of Home Ownership
- V. Net Worth Statement
- W. Three Letters of Reference (will be requested from the names listed on your application form)
- X. Autobiographical Statements (one for each parent)
- Y. Driving Record
- Z. Emergency Preparedness Plan
- AA. Pet Immunization Record