**Welcome to Friday’s Child Adoption Services, Inc.**

**We look forward to working with you during the adoption process. Below is a checklist of the forms and supporting documents we will need to complete your Home Study.**

***Documents you will need to submit:***

\_\_\_\_ Application (with photographs)

\_\_\_\_ Signed Menu of Services and Fees \_\_\_\_\_\_\_\_\_ Signed Statement of Understanding

\_\_\_\_ Confidentiality Statement

\_\_\_\_ Signed Corporal Punishment Prohibition document \_\_\_\_\_\_\_\_ Shaken Baby Form

\_\_\_\_ Sworn Disclosure Statements (for each family member over age 14)

\_\_\_\_ Consent to Exchange Information for Previous Home Studies

\_\_\_\_ CPS Clearance (for each family member over age 14 & for all states lived in the past 5 years)

\_\_\_\_ FBI Fingerprint Clearance (for each family member over age 18).

\_\_\_\_ Autobiographical Family \_\_\_\_\_\_\_ Autobiographical Narrative (one for each parent)

\_\_\_\_ Three Letters of Reference (non-relatives) 1. \_\_\_\_ 2. \_\_\_\_ 3.\_\_\_\_\_

\_\_\_\_ Proof of Pre-Adoption Training (heartofthemattereducation.com)

\_\_\_\_ Completed Medical Examination Reports for Each Member of the Household

\_\_\_\_ TB Screenings

\_\_\_\_ Copy of Guardianship Plans or Wills

\_\_\_\_ Employment Verification (one for each parent)

\_\_\_\_ Proof of Home Ownership or Rental Lease

\_\_\_\_ Copy of Birth Certificates for Each Member of the Household

\_\_\_\_ Copy of Death Certificate (if applicable)

\_\_\_\_ Copy of Marriage Certificate \_\_\_\_ Copy of Divorce decrees

\_\_\_\_ Health Insurance Policy/Card

\_\_\_\_ Life Insurance Policy (if applicable)

\_\_\_\_ Proof of Auto Insurance \_\_\_\_\_\_ DMV Driving Record (for each parent)

\_\_\_\_ Emergency Preparedness Plan (on-line)

\_\_\_\_ Net Worth Statement (on line) \_\_\_\_\_\_ Monthly Net Income and Expenses

\_\_\_\_ Income Tax Returns (First 2 Pages of the Last 2 years)

\_\_\_\_ Pet Immunization Record

\_\_\_\_ Passports (for international adoptions only)