

## Client Checklist For Adoption

- 1 \_\_\_\_\_ Formal Application
- 2 \_\_\_\_\_ Autobiography Husband
- 3 \_\_\_\_\_ Autobiography Wife
- 4 \_\_\_\_\_ Family Photograph
- 5 \_\_\_\_\_ Photograph of Home
- 6 \_\_\_\_\_ Marriage Certificate
- 7 \_\_\_\_\_ Divorce Decrees (if any)
- 8 \_\_\_\_\_ Death Certificate (if any)
- 9 \_\_\_\_\_ Birth Certificate for every person residing in the house
- 10 \_\_\_\_\_ Physical and Medical Statement for Husband
- 11 \_\_\_\_\_ Physical and Medical Statement for Wife
- 12 \_\_\_\_\_ Medical Statement on all other persons residing in the home
- 13 \_\_\_\_\_ Family's financial statement
- 14 \_\_\_\_\_ Copy of last year's taxes
- 15 \_\_\_\_\_ Well water report
- 16 \_\_\_\_\_ Child Abuse Clearance on every member of the house over 14 years of age
- 17 \_\_\_\_\_ State Police check on every member of the house over 14 years of age
- 18 \_\_\_\_\_ FBI background check (Copy from County acceptable if signed by worker "original viewed by...")
- 19 \_\_\_\_\_ Family Questionnaire
- 20 \_\_\_\_\_ References: 5 Total (2 Personal, 2 Professional, 1 family member not residing in the home)
- 21 \_\_\_\_\_ Pet Information (if needed)
- 22 \_\_\_\_\_ Copies of Driver's Licences
- 23 \_\_\_\_\_ Car insurance information
- 24 \_\_\_\_\_ Home owner's insurance information
- 25 \_\_\_\_\_ Statement of Guardianship
- 26 \_\_\_\_\_ Family Profile Authorization Agreement
- 27 \_\_\_\_\_ Civil Rights Compliance
- 28 \_\_\_\_\_ Disclosure Statement for all persons residing in the home ages 14 and above
- 29 \_\_\_\_\_ Certificate of Completion
- 30 \_\_\_\_\_ Transfers of learning/summaries - 3 for each adoptive parent
- 31 \_\_\_\_\_ Home Safety Checklist
- 32 \_\_\_\_\_ IASP/IPSP
- 33 \_\_\_\_\_ Receipt of Acknowledgement
- 34 \_\_\_\_\_ Training log from county of origin
- 35 \_\_\_\_\_ Current Certification from County or Foster Care Agency