

Orientation Checklist

These items listed will be in the folder I bring to you during our first meeting. If needed, you can also print any of these forms from my website listed below.

1. Contract for home study service
2. Autobiographical write up
3. THREE (TOTAL) SIGNED letters of reference (sources: relative, friend, colleague)
4. Financial form
5. Physical exams for ALL people living in the home
6. FBI/OSBI/CANIS Background Checks for all people living in the home (18 yrs old)
7. Personal interview for all people living in the home
8. Home Safety Evaluation

All documents must be signed and dated, as applicable, and are valid for one year. After a year, forms and interviews need to be updated to keep your home study current (additional fee).

Required Documentation please provide COPIES of each: *Please DO NOT staple any paperwork*

- *If needed, you can scan and email copies to me in a large PDF file (not individually)*
- *If you need to mail copies, please use Priority Mail (tracking provided)*

Birth Certificates for all people in the home (REQUIRED FOR CHILD BEING ADOPTED)

Driver's License for all adults (copy front and back)

Native American Indian Tribe Card (if applicable)

Marriage License

All Divorce Decrees or Death Certificate (if applicable)

Pay Stub/ Verification of Employment letter/Other income (SS letter)

Health Insurance Card (copy front and back)

Most Recent Tax return (1040 form/federal only)

Vet Vaccination Records (if pets are in the home)

Any previous home studies, adoption decrees, or guardianship ORDER APPOINTING

Proof of Military Service