

ADOPTION PROMISES HOME STUDY CHECKLIST

Please provide clear copies of the following documents for everyone in the home:

- ☐ Birth Certificate
- ☐ Driver's License
- ☐ Social Security Cards
- ☐ Marriage Certificate/ Divorce Decrees (if applicable)
- ☐ Adoption Decrees/ Death Certificates (if applicable)
- ☐ Pet Vaccinations
- ☐ Proof of income (1st two pages of previous year's 1040 or W-2's)
- ☐ Home, auto, and health insurance
- ☐ CPR certification/training (if you don't have it already, use www.firstaidweb.com)

Please complete the following forms from the website/link:

- ☐ Family Assessment Form (fill out the first part together and each adopting parent fills out the last three pages)
- ☐ Family Income Statement
- ☐ Adult Medical Form and Child Medical Form* (we don't need this for the child being adopted)
- ☐ Adoption Training Packet Form (we just need the first page initialed and signed after reading)

Please provide us with a list of references:

- ☐ Send us a list of 2 related and 3 non-related persons mailing or email addresses (email is faster)

Please complete **both** of the following for everyone 18 and older residing in the home:

- ☐ Local County Criminal Background Check*- You can get these completed at either the local sheriff's office or county clerk's office. Please call before going as some counties will not do these. If they won't, you can use www.countycriminal.com A small fee will apply. **You must complete this background check for every county you have lived in for the past five years.**
- ☐ Fingerprinting*: <https://tn.ibtfingerprint.com/>. For service code, use 28TY54 For ORI Number use "tncc09002". Enter zip code for locations and you will be able to schedule the day and time for your appointment to get fingerprinted. Then continue answering the questions until you completed registering. You will be able to pay online or bring a cashier's check or money order. They will send the results to me in approx. 48 hours. Or you can register by phone by calling (855) 226-2937.

***Time Sensitive: Please complete these items close to the time of the first visit.**

The fee of \$1,300 is due at the first visit. We accept cash or check/money orders made out to Adoption Promises. We do not accept credit cards. Additional payment options by request.