



KEMP COUNSELING AND CONSULTING SERVICES

*Northeast Florida Adoption Support
Dr. Shawna Kemp Haley, Ed.D, LCSW
Carissa Heck, MSW, LCSW*

ADOPTION HOME STUDY CHECK LIST

Name: _____

Address: _____

Telephone: _____

1. Application
2. Home Study Contract
3. Criminal Background Check and FDLE Fingerprinting Forms
4. Sexual Offender Registry Consent and Results
5. Child Abuse and Neglect Consent and Results
6. Discipline Recommendation and Policy
7. HIPPA Form
8. Self-Study (one per each prospective parent, if applicable)
9. Employment Verification- (one for each prospective parent, if applicable)
10. Five Reference Letters (2-relatives and 3 non-relatives)
11. Medical Reports/ TB and HIV Results
12. Financial Worksheet
13. Gun Safety Statement
14. Swimming Pool Safety Statement
15. Infant Child CPR Training (recommended)

Please attach copies of the following documents (one document per page):

- Driver's License or government issued photo ID for each prospective parent (front and back)
- Car Insurance Policy/Card (front and back)
- Social Security Cards for each household member
- Birth Certificates for each household member
- Marriage Certificate/ Divorce Decree/ Death Certificate/ Adoption Decree for all adopted children in
in the household
- Most recent Federal Tax Return (Form 1040 pages 1 & 2)
- Health Insurance Verification (front and back)
- Pediatrician Report AND Immunization Verification of children already in home (if applicable)
- Pet Vaccinations (required for each pet)