



**REQUIRED Background Checks**

Your home study requires **3 background checks** from various law enforcement agencies. **ANYONE in your home over the age of 12 will have to submit to ALL background checks.**

- 1.** A **local criminal background check** from your **local Police or Sheriff's Department** is required for all prospective adoptive parents as well as **ANYONE in your home over the age of 12**. You will need to go to your local agency and request your LOCAL background check. This is something that they ought to be able to print and give to you. It will either be a form or letter with a date and signature. It does NOT need to be notarized.
- 2.** **FBI** and **FDLE** background checks are required for all prospective adoptive parents as well as **ANYONE in your home over the age of 12**. See directions below as to how these background checks will need to be completed.

Connecting Hearts Adoption Services is an approved LiveScan eligible agency. LiveScan is an electronic fingerprinting service and the results of your prints are sent directly to Connecting Hearts within 24-72 hours of submission. The cost is \$45.00 per person fingerprinted and generates an **FDLE and FBI** result. Fieldprint Fingerprinting is the service Connecting Hearts clients **must** use. You can find them online at:

**[www.fieldprintflorida.com](http://www.fieldprintflorida.com)**

Using the online service, go to their website and click on "schedule an appointment." You will need to input the information below as this identifies you as a client of Connecting Hearts, therefore your results will be sent directly to us.

**Reason to be printed: FL-DCF/VECHS**

**Fieldprint Code: FPConnectingHeartsVol**

You will enter in Connecting Hearts Adoption Services on the page that requests employer/agency information. Our information is as follows:  
**9373 Wickham Way, Orlando, Florida 32836 / 407-733-8642**

Should there be any reported criminal history, it will be necessary for you to obtain any and all reports as well as provide a written explanation as to the circumstance involving law enforcement.

Please sign below confirming you understand that the local criminal background check from your local Police or Sheriff's Department AND the LiveScan fingerprinting for the FDLE and FBI is a requirement for the home study process.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\*\*Please note that the program used for fingerprinting prohibits any adoption agency from giving clients the results received from their fingerprinting. We are able to provide you with a letter verifying your fingerprinting results. This letter will suffice the requirements of all adoption entities across Florida and the United States.\*\*\*

**\*Please attach your local background check to this form.**