



### WELCOME / INSTRUCTIONS

Welcome! We are honored that you have chosen Connecting Hearts Adoption Services to complete your adoption home study update. Connecting Hearts Adoption Services is committed to providing you and your family with personalized, professional and informed services. We look forward to working with you and being a small part of your adoption journey.

To get started, please go to:

[www.connectingheartsadoption.com/get-started](http://www.connectingheartsadoption.com/get-started)

This is where you will find our application and along with all the required paperwork for your study update. You can mail, fax or email us the completed application documents.

#### MAIL

Connecting Hearts Adoption  
9373 Wickham Way  
Orlando, Florida 32836

#### FAX

407-358-5016

#### EMAIL

[info@connectingheartsadoption.com](mailto:info@connectingheartsadoption.com)

No application fee applies if we completed your initial home study. In the meantime, after your application is completed, get to work on all that paperwork! Once we receive your application we will contact you to schedule your home study update meeting. When we visit you in your home is up to you! If we visit you prior to you completing all the required documents, no problem. You can send anything to us that may be missing.

You may submit your remaining paperwork/home study packet to [Connecting Hearts Adoption Services](#) in one of two ways:

1. Give your completed home study update packet to your social worker at your home study meeting.
2. Mail or FedEx your paperwork to us:

Connecting Hearts Adoption Services  
9373 Wickham Way  
Orlando, Florida 32836  
407-733-8642

**PLEASE NOTE:** It is **very important** that you retain a copy of your completed home study update packet and all supporting documents. Should you have any questions, please contact us as we are here to support you.

*Amy Imber*

Executive Director

Please call or email with any questions you may have while working through your paperwork!  
407-733-8642 or [info@connectingheartsadoption.com](mailto:info@connectingheartsadoption.com)

## HOME STUDY UPDATE CHECKLIST

- Application
  - Fee Schedule
  - Child Abuse & Neglect
  - Sex Offender Registry
  - Home Study Agreement
  - Acknowledgement of Firearms Safety Requirements
  - VECHS Waiver Agreement and Statement
  - Training Requirement
- 5 Reference Letters
- Employment Verification
- Financial Form/ Family Budget
- Medical Report
- Pediatrician Report (if applicable)
- Health Insurance/Guardianship form
- Required Criminal Background Checks
- Affidavit Good Moral Character
- COPIES** of the following documents:
  - Drivers license and/or Passport **ONLY** if renewed within the past year
  - Tax 1040 for the previous year  Pet Vaccination Record

### Application:

- **Fee Schedule:** This explains the fees for all services provided by Connecting Hearts Adoption Services. Please sign and send with your completed application.
- **Child Abuse and Neglect Consent:** Fill out the appropriate sections of the Child Abuse and Neglect Consent form. Please sign and send with your completed application.
- **Sex Offender Registry Consent:** Fill out the appropriate sections for Sex Offender Registry check form. Please sign and send with your completed application. Connecting Hearts Adoption Services will complete the check. This must be completed for anyone age 12 and older in the home.
- **Home Study Agreement:** Agreement between the adoptive family and Connecting Hearts Adoption Services. Please sign and send with your completed application.
- **Acknowledgement of Firearms Safety Requirements:** This form is required to be read, signed and dated by all applications.
- **VECHS Waiver Agreement:** This form is required by the Florida Department of Law Enforcement for anyone getting fingerprinted electronically in the State of Florida.
- **Training Requirement:** Read carefully. Sign the first page and return with application. Please keep the second page for reference.

**Reference Letters:** 5 references must be completed (1-family member / 4-non-family members).

**Employment Verification:** The form must be photocopied on to company letterhead, signed and dated by your employer. If self-employed, this letter must come from your accountant.

**Financial Form/ Family Budget:** Complete all applicable sections.

**Medical Report:** One per adult family member. This form must be completed by your physician. The form must be signed and the physician must also **print** their name along with the date.

**Pediatrician Report:** One per child family member. This form must be completed by your physician. The form must be signed and the physician must also **print** their name along with the date.

**Health Insurance/Guardianship Appointee:** Provide information requested and attach a copy of your health insurance card and sign.

**Required Criminal Background Checks:** Read and follow instructions given. This must be completed for anyone age 12 and older in the home.

**Affidavit of Good Moral Character:** Read, sign in the appropriate section and have notarized.