



### WELCOME / INSTRUCTIONS

Welcome! We are honored that you have chosen [Connecting Hearts Adoption Services](#) to complete your adoption home study report. [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](http://www.connectingheartsadoption.com) and download our application. Mail the completed application documents along with the \$100 application fee to the address listed below. After we receive your application we will contact you in order to schedule your home study meeting. Please note that we can schedule your home study meeting any time after receipt of your application. When we visit you in your home is up to you! If we visit you prior to you completing all of the required documents, no problem! You can mail anything to us that may be missing.

Download the home study forms from our website at [www.connectingheartsadoption.com](http://www.connectingheartsadoption.com)

Go to the **GET STARTED** tab and you will find everything you need! As well, you will find our [Welcome/Checklist](#) which provides simple instructions as to how to complete each piece of the home study.

**When completing your forms, please use your FULL LEGAL NAME – no nicknames!**

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

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

[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 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 home study application and/or paperwork!

## HOME STUDY PACKET CHECKLIST

1.  Application
  - Fee Schedule
  - Child Abuse & Neglect
  - Sex Offender Registry
  - Home Study Agreement
  - Acknowledgement of Firearms Safety Requirements
  - VECHS Waiver Agreement and Statement
  - Training Requirement
  
2.  Self Study
  
3.  Financial Form/ Family Budget
  
4.  5 Reference Letters
  
5.  Employment Verification
  
6.  Medical Report
  
7.  Pediatrician Report (if applicable)
  
8.  Health Insurance/Guardianship Appointee
  
9.  Required Criminal Background Checks
  
10.  Affidavit Good Moral Character
  
11.  Copies of the following documents are needed:
  - Driver's License(s)
  - Birth Certificate(s) **or** Passport(s)
  - Marriage Certificate
  - Divorce Decree(s) (if applicable)
  - Tax form 1040 from previous year
  - Certificate of Naturalization (if applicable)
  - Pet Vaccination Record (if applicable)



## COMPLETING YOUR FORMS

**1. Application:** Please complete the entire application and mail with the \$200 application fee made payable to Connecting Hearts Adoption Services. The application includes the following documents:

- **Fee Schedule:** This explains the fees for all services provided by Connecting Hearts Adoption Services. Please sign and mail with your completed application.
- **Child Abuse and Neglect Consent:** Fill out the top section of the first page of this form and the top section of the second page of this form. Please sign and mail with your completed application.
- **Sex Offender Registry Consent:** Provide information request. Please sign and mail with your completed application. This must be completed for anyone age 12 and older in the home. Please sign and mail with your completed application.
- **Home Study Agreement:** Agreement between the adoptive family and Connecting Hearts Adoption Services. Please sign and mail 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.

**2. Self Study:** Each prospective adoptive parent needs to complete their section of the self study while some sections are completed together. Please complete this document in full and sign.

**3. Financial Form/Family Budget:** Complete all applicable sections. Be sure to list life insurance information if you have coverage. Please sign.

**4. Reference Letters:** 5 references must be completed (1-family member / 4-non-family members) before your home study is completed. These references must be sent either via email (scanned pdf) or postal mail to Connecting Hearts Adoption Services. NOTE: If you have worked with children in the past 5 years, one of the four references must be obtained from your employer.)

**5. Employment Verification:** The form must be signed and dated by your employer. If you are self-employed, your accountant must complete this form.

**6. 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. This must be completed for anyone age 18 and older in the home.

**7. 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.

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

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

**10. Affidavit Good Moral Character:** This form needs to be completed by each person over the age of 18 in your home. This form is required to be signed in front of a notary.

**11. Copies of each of the following documents are needed:**

Driver's License(s)	Tax form 1040 from previous year
Birth Certificate(s) <u>or</u> Passport(s)	Certificate of Naturalization (if applicable)
Marriage Certificate	Pet Vaccination Record (if applicable)
Divorce Decree(s) (if applicable)	