

Home Study Checklist

(Revised 8/4/2022)

APPLICATION DOCS:

Date

	Request for Home Study		
	Application for Child Placement		
	Service Agreement		
	Agency Policies Acknowledgement Form		
	Pay Fee	Check	PayPal

CLEARANCE DOCS:

Date Received

	BCI Fingerprint Check		
	FBI Fingerprint Check		
	Ohio State Child Abuse Clearing		
	Additional State Child Abuse Clearings	App #1	App #2
	National Sex Offender Registry	App #1	App #2 Maiden name

REFERENCES

Date Received

	3 Reference (2 Non-Relatives, 1 Relative)		
	Adult Children		
	Past/Present Therapist/Counselor		
	Childcare References		
	Previous Adoption Agency		

SAFETY FORMS

Date Received

	Safety Audit Self-Check	Home Visit Date:	
	Fire Inspection		
	Evacuation Plan		
	Well Water Test		
	Description of Home Form		
	Pet Vaccination Records		

GENERAL FORMS

	Training Verification Form		
	Autobiography for Each Adoptive Parent	Individual and Joint	
	Financial Form		
	Financial Verification Form		
	Medical Form: Each Adult & Each Child	complete both pages 1 & 2	
	Guardianship Plan Form		
	Child Characteristics Checklist		
	Release of Information Form		
	Large Family Questionnaire Form		
	Post Placement Agreement Form		

VERIFICATION DOCUMENTS:

Date Received

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	Health Insurance Verification			Birth Certificates	
	Auto Insurance Verification			US Citizenship	
	Military Discharge Verification			Home School Approval	
	Marriage License			Adoption Decree	
	Previous Divorce Decree			Passport- international	
	Driver's License				