

update checklist

[revised January 28, 2022]

- _____ complete the Service Agreement form and check 'update': [**this document must be completed and dated and mailed first.**]
- _____ \$ 800.Update fee [**send with Service Agreement**]
- _____ complete new fingerprint clearings- electronically [BCI & FBI]
Fingerprint clearings must be mailed directly to: Adoption Home Study Services of Ohio, 358 Edna St. Alliance, Ohio 44601. Also you must instruct the person completing the clearings to use the ADOPTION CODE: 2151-86 [prints without this code cannot be accepted]
- _____ National Sex Offender Registry Check- **Agency will complete this.**
- _____ New Ohio Child Clearings must be completed: [**Agency will submit the request for this as soon as your Service Agreement form is received..so, you don't need to do anything else for this**]
- _____ complete new medical forms for **EVERY household member**
- _____ complete new financial form [**complete a new financial form when there has been a significant change in your financial situation since the original home study was completed.**]
- _____ copy of most recent 1040 tax form [**international adoption only**]
- _____ complete new child characteristic checklist [**if preferences have changed**]
- _____ new fire inspection [**for all updates**]
- _____ new well water test [**if you have well water**]
- _____ one new reference letter
- _____ Sign the Fee Schedule form
- _____ Sign the Agency Policies Acknowledgement form
- _____ Sign the Notification of Expiration of HS 1331 form [if applicable]
- _____ there also needs to be one visit by a social work to complete a new safety audit and interviews to obtain updated info