

# update checklist

(revised June 23, 2025)

- \_\_\_\_\_ complete the Service Agreement form and check 'update': **[this document must be completed and dated and submitted first.]**
- \_\_\_\_\_ \$ 900.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 **[It is best to have a new person complete this.]**
- \_\_\_\_\_ Safety audit self-check
- \_\_\_\_\_ Sign the notification of expiration of HS 1331 form [if applicable]
- \_\_\_\_\_ One home visit by a social worker to complete a new safety audit