

Home Study Checklist

(revised 6/23/2025)

APPLICATION DOCUMENTS

	Request for Home Study			Request for Ohio Child Abuse Clearing
	Application for Child Placement			Agency Policy Acknowledgement
	Service Agreement			Pay Fee – check or PayPal

CLEARANCE DOCUMENTS

	BCI Fingerprint Clearing			Additional State Child Abuse Clearings
	FBI Fingerprint Clearing			
	Ohio State Child Abuse Clearing			National Sex Offender Registry

REFERENCES

	3 References (1 relative-2 non-relatives)			Childcare References
	Adult Children			Previous Adoption Agency
	Past/Current Therapist/Counselor			

SAFETY FORMS

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

GENERAL FORMS

	Training Verification Form			Financial Form
	(password: adoptionisamazing)			Financial Verification Form
	Autobiography (individual & joint)			Release of Information Form
	Medical (for every household member)			Large Family Assessment Questionnaire
	Child Characteristic Checklist			Post Placement Agreement Form

VERIFICATION DOCUMENTS

	Health Insurance Card			Marriage License
	Auto Insurance Card			Divorce Decree
	Military Discharge Verification			Birth Certificates
	Driver's License-front only			US Citizenship Verification
	Home School Approval Letter			Adoption Decree

INTERNATIONAL ADOPTION DOCUMENTS

	Passport			
	Guardianship Plan			

- Sign page 1 and page 2 of the medical form- for every household member
- All references must be signed and dated
- All documents submitted must be clean, clear copies or originals