

Adoptive Family Checklist:

Trainings & Clearances must be obtained:

- _____ Adoption Orientation Certificate: Date of Completion _____
- _____ PRIDE Training Certificate (Sessions 1-9): Date of Completion _____
- _____ Trauma Training *Mandatory for all families desiring to adopt from the MARE website*
- _____ Licensing Record Clearance Request (BCAL-1326) and Livescan Fingerprint Background Check Request
- _____ Local Police Clearance (obtained from your local police station)
- _____ Home Assessment Scheduled for: _____

These documents must be obtained for the Adoption File and to Completed the Home Study:

To be filled out:

- _____ Adoption Application (DHS-3153)
- _____ References-Three **unrelated** individuals listed on adoption application
- _____ Original license study w/ annuals and renewals (if previously Adopted or Fostered)
- _____ Medical Clearances (for all members of household)
- _____ Family Financial Statement form
- _____ Behavioral Checklist
- _____ Characteristics of an Adopted Child form

Copies to be provided to your adoption worker:

- _____ Social Security Cards (For applicants, just numbers for other family members)
- _____ Drivers License or Photo State ID (For applicants)
- _____ Verification of Income (W-2 Form OR copies of paycheck stubs)
- _____ Copies of Monthly Bills: Utility bills: ___ Gas ___ Electric ___ Water ___ Phone ___ Car payment
_____ Car insurance (Proof of and payment amount)
- _____ Mortgage statement or rental agreement
- _____ Pet Vaccination Records
- _____ Birth Certificates for ALL household members
- _____ Divorce Decree-for all divorces that have occurred (whole document required)
- _____ Marriage Certificate-for current and ALL marriages
- _____ Armed Services/Military-discharge paperwork (if applicable)

Policies to be reviewed and signed:

- _____ Emergency Procedure Forms: ___ Discipline Policy ___ Smoke/Carbon Monoxide Policy
_____ Hazardous Material Policy ___ Gun Policy ___ Safe sleep Policy ___ Tornado Plan ___ Fire Plan
- _____ Initial Orientation Packet Receipt
- _____ Judson Center Privacy Notice (HIPPA)