

HEART AND SOUL ADOPTIONS

YOUR FULL-SERVICE LICENSED CHILD PLACEMENT AGENCY



Adoptive Parents Checklist

- ___ Application
- ___ Adoptive Parent Agreement
- ___ Family Adoption Assessment
- ___ Adoptive Family Rights and Responsibilities
- ___ Pre Fee Schedule
- ___ Consent for Disclosure of Confidential Information
- ___ Birth Father's Rights Form
- ___ Understanding of ICPC Form
- ___ Religious Consideration Form
- ___ Family Profile *(6 copies)*
- ___ Home Study
- ___ Criminal Background Clearances
- ___ FBI Background Check
- ___ Criminal History Report *(applicable to UTAH residents only)*
- ___ Letters of Health for each family member including children
- ___ Copy of latest Income Tax Return *(only the front page is necessary)*
- ___ Employer Verification
- ___ Medical Insurance *(copy of insurance card)*
- ___ 5 Reference Letters *(original letters addressed to Heart and Soul Adoptions)*
- ___ Proof of funds *(i.e. bank statements, mutual fund, letter from person giving you the money, etc.)*
- ___ Marriage Certificate
- ___ Birth Certificate of all living in the home *(original or notarized copies are necessary)*
- ___ Divorce Decree *(if applicable. If there is more than one divorce, we need all decrees)*
- ___ Grievance and Complaint Procedure Form