



## Administrative Needs for Couples in the Home Study Process

Thank you for your cooperation in collecting and completing these requirements. We look forward to working with you. We will need copies (not certified) of the following documents for our files:

- \_\_\_ Application Form
- \_\_\_ Birth Certificates, Marriage Certificates, Divorce Decree (s) if married previously
- \_\_\_ A Copy of Your Current Passport (the signature page)
- \_\_\_ Current Medical Reports (forms provided by Cradle of Love)
- \_\_\_ Infertility Report (domestic adoptions only) if an infertility physician is not your routine physician
- \_\_\_ Physician's Statement For Children In The Home (immunization, general health)
- \_\_\_ Veterinarian's Statement for Pets in the Home (immunization, general health)
- \_\_\_ Family Snapshot (include all children and the home)
- \_\_\_ Short Autobiographies (up to 2 pages each)
- \_\_\_ Five Reference Letters (only 1 from family member permitted) stating how they know you, whether they would recommend you to adopt and why. Please have these letters mailed directly to us.
- \_\_\_ Tax Statements (1040 from previous year)
- \_\_\_ Certificate of Financial Status (form provided by Cradle of Love)
- \_\_\_ Letter of Verification of Employment, including salary
- \_\_\_ Guardianship Agreements (form provided by Cradle of Love)
- \_\_\_ Child Protective Services Report (forms provided by Cradle of Love)
- \_\_\_ Septic Tank Letter of Inspection, if home is not on sewer line
- \_\_\_ Fingerprint Cards: We will send all fingerprint information under separate cover.

### FEES:

- ❖ Domestic Adoption Home Study fee is **\$1800**, (Includes Post-Placement Visits); Addenda: **\$50** each
- ❖ International Adoption Home Study fee is **\$1200**; Post-Placements Visits are **\$200** each; Addenda: **\$50** each
- ❖ There is a fee to convert a Domestic Home Study to an International Home Study.
- ❖ There is a fee to convert an International Home Study to a Domestic Home Study.

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