



WELCOME / INSTRUCTIONS

Hello! We are honored that you have chosen [Connecting Hearts Adoption Services](#) to complete your adoption home study. [Connecting Hearts Adoption Services](#) is committed to providing you and your family with personalized, professional and informed services. We look forward to working with you and being a small part of your adoption journey.

To get started, please go to:

www.connectingheartsadoption.com/start-your-florida-home-study

This is where you will find our application along with all required paperwork. Some documents are electronic while others will be hard copies. Once your application is received, we will send you an email with access to a secure Google Drive folder along with some additional application documents that need to be completed. This access folder is sent to you the same day your application is received. You can upload all paperwork to your secure folder as it's complete or provide us with hard copies when we visit with you in your home. Either works! We are flexible.

Please send the \$100 application fee to us electronically via either Venmo or Zelle.

If you prefer to mail us a personal check, no problem.

You can make a check out to [Connecting Hearts Adoption](#)

Venmo

[@connectinghearts](#)

Zelle

[407-733-8642](tel:407-733-8642)

Once we receive your application, we will contact you to schedule a visit in your home. When we visit in your home is up to you! In the meantime, you will be working on your paperwork.

PLEASE NOTE: It is **very important** that you retain a copy of your completed home study paperwork. Should you have any questions, please contact us as we are here to support you.

A handwritten signature in blue ink that reads "Amy Imber". The signature is written in a cursive, flowing style.

Amy Imber

Executive Director

Connecting Hearts Adoption

Please call or email with any questions you may have while working through your paperwork. [407-733-8642](tel:407-733-8642) or hello@connectingheartsadoption.com



HOME STUDY CHECKLIST

- Application (electronic)

- Personal Inventory

- Financial Statement

- References (5 total-3 friends/2 relatives)

- Employment Verification

- Medical Report

- Pediatrician Report (if applicable)

- Insurance/Guardianship (electronic)

- Affidavit Moral Character

- Require Background Checks

*Upload copies of the following documents:

- Driver's License(s)
- Birth Certificate(s) **OR** Passport(s)
 - Marriage License/Certificate
- Divorce Decree(s) (if applicable)
- Tax Form 1040 (first page only) from most recently filed taxes.
- Current Pet Vaccination Record (if applicable)
- Certificate of Naturalization (if applicable)
- Military Discharge (if applicable)



COMPLETING YOUR FORMS

Application: Please complete the application and send electronically with the \$100 application fee.

Personal Inventory: Each prospective adoptive parent needs to complete their section of the inventory while some sections are completed together.

Financial Statement: Complete all applicable sections.

References: Your home study requires 5 references (3 friends and 2 relatives). Provide your references either the web link to our reference form or give them a hard copy to complete. The cover letter instructs your references as to how they can get it back to us directly.

Employment Verification: The form must be signed and dated by your employer. If you are self-employed, your accountant must complete this form.

Medical Report: One per adult family member. This form must be completed by your physician and signed. The physician must also print their name and date.

Pediatrician Report: One per child **age 17 and younger**. This form must be completed by your pediatrician and signed. The physician must also print their name and date.

Insurance/Guardianship Appointee: Provide information requested, including copy of current health insurance card.

Affidavit of Good Moral Character: Review and sign in front of a notary. This form must be completed by each person **age 18 and older** in your home.

Required Criminal Background Checks: Read and follow instructions given. This must be completed for anyone **age 12 and older** in the home.

Copies of each of the following documents need to be uploaded to your Google Drive folder:

Driver's License(s)	Tax Form 1040 most recently filed (first page only)
Birth Certificate(s) or Passport(s)	Current Pet Vaccination Record (if applicable)
Marriage License (if applicable)	Certificate of Naturalization (if applicable)
Divorce Decree(s) (if applicable)	Military Discharge (if applicable)