



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](http://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. 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 completed 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.

Venmo  
[@connectinghearts](#)

Zelle  
[407-733-8642](#)

If preferred, you can write a check out to [Connecting Hearts Adoption](#).

Our address is: 9373 Wickham Way, Orlando, Florida 32836

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.

Should you have any questions while working through your paperwork, please contact us. 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 NOTE: It is **very important** that you retain a copy of your completed home study paperwork.

HOME STUDY CHECKLIST

- Application (electronic)
- Support Documents
- 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
  - Training Hours

\*Copies of the following documents are needed:

- Driver's License(s)
- Birth Certificate(s) **OR** Passport(s)
  - Health Insurance Card(s)
  - Marriage License/Certificate (if applicable)
- 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:** Complete the application and hit SUBMIT! You can then send the \$100 application fee via Venmo or Zelle. Zelle is 407-733-8642 / Venmo is @connectinghearts. Once an application is received, we will send you your link to Google Drive.

**Support Documents:** Please complete all forms and make sure to upload these to your Google Drive. This paperwork is required by the State of Florida. One of your background checks with the Florida Department of Children and Families is part of this paperwork so we please upload this timely.

**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 and hit SUBMIT!

**References:** Your home study requires 5 references (3 friends and 2 relatives). Provide your references with the web link to our reference form. Easy!

**Employment Verification:** The form must be signed and dated by your employer. If you are self-employed, your accountant may complete this form. In addition, if self-employed, we will take copies of the top page of the last three years of taxes that reports your adjusted gross income.

**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 and hit SUBMIT!

**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.

**Training Hours:** Five hours of online training is required for each applicant(s). You choose which 5 hours from the choices provided that you believe will be most beneficial to you and your family.

**Copies of each of the following documents are needed:**

- |                                     |   |
|-------------------------------------|---|
| 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)      |
| Health insurance Card(s)            | Certificate of Naturalization (if applicable)       |
| Marriage License (if applicable)    | Military Discharge (if applicable)                  |
| Divorce Decree(s) (if applicable)   |   |