



WELCOME / INSTRUCTIONS

Welcome! 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/get-started

This is where you will find our application and along with all the required paperwork for your study. You can mail, fax or email us the completed application documents.

MAIL

Connecting Hearts Adoption
9373 Wickham Way
Orlando, Florida 32836

FAX

407-358-5016

EMAIL

info@connectingheartsadoption.com

Please send the \$100 application fee to us electronically via Venmo or Zelle or send a check via postal mail. Please note our Venmo contact is [@connectinghearts](#) while our Zelle number is our phone number [407-733-8642](#). Any checks mailed should be made out to [Connecting Hearts Adoption](#). In the meantime, after your application is completed, keep working on all that paperwork! Once we receive your application, we will contact you to schedule your home study meeting. When we visit you in your home is up to you! If we visit you prior to you completing all the required documents, no problem. You can send anything to us that may be missing.

You may submit your remaining paperwork/home study packet to [Connecting Hearts Adoption Services](#) in one of two ways:

1. Give your completed home study packet to your social worker at your home study meeting.
2. Mail or FedEx your paperwork to us:

[Connecting Hearts Adoption Services](#)
9373 Wickham Way
Orlando, Florida 32836
407-733-8642

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

Amy Imber

Executive Director

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



HOME STUDY PACKET CHECKLIST

1. Application
 - Fee Schedule
 - Child Abuse & Neglect
 - Sex Offender Registry
 - Home Study Agreement
 - Acknowledgement of Firearms Safety Requirements
 - VECHS Waiver Agreement and Statement
 - Training
2. Personal Inventory
3. Financial Statement
4. 5 Reference Letters
5. Employment Verification
6. Medical Report
7. Pediatrician Report (if applicable)
8. Insurance/Guardianship Appointee
9. Required Criminal Background Checks
10. Affidavit Good Moral Character
11. Copies of the following documents are needed:
 - Driver's License(s)
 - Birth Certificate(s) **or** Passport(s)
 - Marriage Certificate
 - Divorce Decree(s) (if applicable)
 - Tax form 1040 from previous year
 - Pet Vaccination Record (if applicable)
 - Certificate of Naturalization (if applicable)
 - Military Discharge (if applicable)



COMPLETING YOUR FORMS

1. Application: Please complete the entire application and mail with the \$100 application fee made payable to Connecting Hearts Adoption Services. The application includes the following documents:

- **Fee Schedule:** This explains the fees for all services provided by Connecting Hearts Adoption Services. Please sign and mail with your completed application.
- **Child Abuse and Neglect Consent:** Fill out the top section of the first page of this form and the top section of the second page of this form. Please sign and mail with your completed application.
- **Sex Offender Registry Consent:** Provide information request. Please sign and mail with your completed application. This must be completed for anyone age 12 and older in the home. Please sign and mail with your completed application.
- **Home Study Agreement:** Agreement between the adoptive family and Connecting Hearts Adoption Services. Please sign and mail with your completed application.
- **Acknowledgement of Firearms Safety Requirements:** This form is required to be read, signed and dated by all applications.
- **VECHS Waiver Agreement:** This form is required by the Florida Department of Law Enforcement for anyone getting fingerprinted electronically in the State of Florida.
- **Training Requirement:** Please read and sign. 5 hours of training is required.

2. Personal Inventory: Each prospective adoptive parent needs to complete their section of the inventory while some sections are completed together. Choose either the word or pdf format to use. Please complete this document in full and sign.

3. Financial Statement: Complete and sign.

4. Reference Letters: 5 references must be completed (1-family member / 4-non-family members) before your home study is completed. These references must be sent either via email (scanned pdf) or postal mail to Connecting Hearts Adoption Services. **NOTE:** If you have worked with children in the past 5 years, one of the four references must be obtained from your employer.)

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

6. Medical Report: One per adult family member. This form must be completed by your physician. The form must be signed and the physician must also **print** their name along with the date. This must be completed for anyone age 18 and older in the home.

7. Pediatrician Report: One per child. This form must be completed by your physician. The form must be signed and the physician must also **print** their name along with the date.

8. Insurance/Guardianship Appointee: Provide information requested, attach a copy of your health insurance card and sign.

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

10. Affidavit Good Moral Character: This form needs to be completed by each person over the age of 18 in your home. This form is required to be signed in front of a notary.

11. Copies of each of the following documents are needed:

Driver's License(s)	Tax form 1040 from previous year
Birth Certificate(s) <u>or</u> Passport(s)	Pet Vaccination Record (if applicable)
Marriage Certificate	Certificate of Naturalization (if applicable)
Divorce Decree(s) (if applicable)	Military Discharge (if applicable)