

WHAT TO SEND AND TO WHOM

Please note that some of these documents may also be required by your attorney or child placing agency. Therefore, it is suggested that you generate **multiple originals** of all documents.

❖ **To begin the process of adoption, *immediately* mail the following to Adopt International, 1000 Brannan Street Suite 301, San Francisco, CA 94103:**

1. Adopt International Application
2. Application Fee and the Home Study Fee payable to "Adopt International" (one check is acceptable)
3. Signed Fee Agreement
4. Medical Risk Statement
5. Recent photo(s) of family members residing in home
6. Exchange of Information Forms filled out with name and address of your placing agency or attorney
7. Criminal Record Statement(s)
8. Certification of Pre-Adoption Preparation
9. Statement of Understanding for Adoptive Parents

❖ **The following should be returned to Adopt International as soon as possible:**

(All documents must be dated within 6 months at the time of your Home Study approval. If the docs expire prior to your approval you will be required to update the document[s].)

1. Employment Verification(s) on employer's letterhead with original signature
2. Employment History Information(s). To be completed by your current employer. If you are unemployed or self-employed, please have your last employer complete this form.
3. Medical Report(s) – Applicant(s) and physician need to complete **all** information on form
4. Financial Information – Applicant(s) must include:
 - Copies of the first two pages of their most recent income tax return
 - Copies of first page or summarizing page of the current checking and savings account statements
 - Copies of other financial documentation summarizations (stock accounts, mutual funds, income statements, etc.
5. Photocopy of your child's birth certificate, school report (when applicable) and child's medical form.
6. If you have other adults in the home, you will need to submit their Criminal Record Statement, Adam Walsh Form, TB Test Clearance Note, and Live Scan Form.
7. If your previous Home Study was completed by another adoption agency, you will need to submit the Personal History Forms, Copy of Birth Certificates, Marriage Certificate, and/or Divorce Decree
8. A letter of support from your therapist, if you are in therapy, or were in therapy in the last two years.
9. If you have EVER been arrested you need to write a personal statement about the incident as well as provide us the court documents regarding the arrest.