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Documentation Checklist

APPLICANT NAMES: _____

<i>Home Study Document</i>	<i>Applicant 1</i>	<i>Applicant 2</i>												
ARC Application and Application Fee Paid (fee needs to be submitted with ARC Application for ARC's client acceptance determination)														
Sign Home Study Contract														
ARC Fee paid in Full (for service prices see Home Study Contract)														
Sign Policies, Procedures, Fee Schedule and Orientation														
<p>Criminal Background Clearance on all individual ages 18 and over in the household.</p> <ol style="list-style-type: none"> 1. Complete Local Criminal Record Check: Please use the form provided by ARC and complete this at your local police or sheriff's department. 2. Complete GBI checks will be completed through the COGENT system 3. Complete FBI Checks: <ul style="list-style-type: none"> • <u>Domestic Adoptions: FBI Fingerprint Fieldprint Process</u> (this process takes approximately 3-5 days to receive your results via your email address after going to your appt. for computerized live scanning. <p>REMEMBER***You must print your results and provide them to us!!!!Get your own FBI results from your email address and print out to provide to us. Sign up for an FBI live scan appointment at: http://www.fieldprintfbi.com/FBIHomePage.aspx?PostingID=540&ChannelID=264</p> <ul style="list-style-type: none"> • <u>International Adoptions: FBI Traditional Fingerprint Cards</u> (this process can take up to ten weeks for results; please submit to FBI promptly to allow time for return and not hold up the home study process) <p>Please utilize FBI Fingerprint Cards Process to mail to FBI: FBI needs to be fingerprinted at your local police or sheriff's department and then mail these cards directly to the FBI. Please follow the instructions on our criminal background check form. PLEASE NOTE: Call your local police or sheriff's department and ask them the following questions before you go: Do they complete criminal checks 1, 2, and 3? Is there a fee charged for adoptions? Do they take credit cards or cash only? What is the charge per person? Are there set days and times that these criminal checks are completed for the public?</p>	<table border="1" style="margin: auto;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 60px; height: 20px;"></td></tr> <tr><td style="text-align: center;">2</td><td style="height: 20px;"></td></tr> <tr><td style="text-align: center;">3</td><td style="height: 20px;"></td></tr> </table>	1		2		3		<table border="1" style="margin: auto;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 60px; height: 20px;"></td></tr> <tr><td style="text-align: center;">2</td><td style="height: 20px;"></td></tr> <tr><td style="text-align: center;">3</td><td style="height: 20px;"></td></tr> </table>	1		2		3	
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<p>*If applicable, Certified Arrest Disposition and Letter of Explanation.</p> <p>If either of you have ever been arrested for any reason, no matter how long ago it may have been, Georgia requires that you obtain a complete, certified “arrest disposition”. This means you will contact the county clerk in the county where the arrest occurred and “order” a certified arrest disposition which will show what you were arrested for, what you were convicted of, what restitution you may have made (i.e. paid a fine, community service, jail time, etc...) and proof that you completed the terms of this arrest. You must also write a letter explaining the circumstances surrounding the arrest and the steps you have taken to ensure that you would never be arrested for similar reasons again.</p>		
<p>Consents for criminal record check (signed form for all individual ages 18 and over in household)</p>		
<p>911 Documentation from Local Georgia law enforcement of all 911 calls for all addresses where applicant has lived in Georgia for the preceding five years. Completed by the dispatch unit, or E911 Communications Unit. Sometimes a request can be faxed or emailed to your counties E911 Communications Unit, and include our 911 form to be filled out.</p>		
<p>Release for Child Abuse Registry (16 and older) for every county each applicant has resided in for the last five years (i.e. if you have moved several times, you will need to send this form to each county you have resided in for the last five years).</p>		
<p>Georgia Department of Corrections Check: Please go to the following website to complete your Parolee Check: http://www.dcor.state.ga.us/GDC/OffenderQuery/jsp/OffQryForm.jsp.</p> <p>Enter in your information, and then print up the page that comes up showing “no record”. (Complete on all individuals 18 or older in home).</p>		
<p>National Sexual Offender Registry Check: Completed online at: https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1</p> <p>Enter in your information and then print up the page that comes up showing “no record”. If one or more states are down when you attempt this check, please keep trying until you get an “all clear”.</p>		
<p>Georgia Board of Pardons and Parole Check: Completed online at: http://pap.georgia.gov</p> <p>Enter your information into Offender/Inmate Parole Status print this page to show your name entry; then click search and print “no active inmates” statement</p>		
<p>Medical Report Form 11 (please use ARC Form) with TB test, HIV test, and Drug screen (5, 7, or 9 panel drug screen will suffice) for everyone over 16 years old residing in household. Attach all testing results to the Medial Report Form for submission to ARC.</p> <p>International Adoptions – Use ARC Medical Report though please check with your placing agencies to determine if blood work and drug screens are needed.</p>		
<p>Pediatric Medical Report Form (please use ARC Form) on all children under 16 in the home. Attach updated immunization form.</p>		

If applicable, Mental Health Letter – if you have seen a specialist or mental health professional in the last 2 years a letter from this specialist/mental health professional must also be provided. (This letter will need to indicate reason for seeking treatment, progress in treatment and statement of recommendation regarding ability to parent a child).		
HIPPA Form/ Release of Information Form – ARC form		
Third Party Release – indicates who you would like your home study released to (i.e. Agency, attorney, etc.)		
Financial Form		
Supporting Financial Doc’s (include 2 most recent years’ tax returns pages 1 and 2 of 1040; include copy of lease, rental agreement or most recent mortgage statement; provide copies of all claimed assets (i.e. 401k, savings account, checking account, etc.)		
Employment and Salary Verification (A letter from employer stating employment dates and salary).		
Guardianship Letter (ARC Form)		
ARC Reference Letter Forms (ARC has a form if you wish to use) – 4 nonfamily/1 family for each applicant (*A total of 5 Reference Letters must be mailed directly to ARC from the reference person).		
If any applicant has worked with children in the past 5 years , an additional reference letter must be obtained from the employer (*Reference letters must be mailed directly to ARC from the reference person)		
“Gun Safety Form” and “Pool Safety Form”		
“Child Safety Agreement Form”		
Obtain Fed Ex number and complete “FedEx Form” so final home study documents can be sent to you. Please create a Federal Express Account as we will Fed Ex your completed home study directly to you and will bill your individual account. This is to ensure your identifying information does not get lost in the mail. You may create a Federal Express account by going to www.fedex.com . Please provide your account number to your case worker for your file.		
Complete “Certification of Adoptive Parent Preparation and Education Form”		
Medical Insurance Verification - Copy of front and back of medical/health insurance card)		
Copy of Auto Insurance		
Copy of Driver’s License (for ever household member age 16 and older)		
Confirmation of US citizenship (i.e. if not born in the United States please provide passport, naturalization papers, Green Card) (please show proof of original, copy will be kept by ARC)		
Copy of Birth Certificate for each household member (please show proof of original, copy will be kept by ARC)		

If Applicable, Copy of Adoption Decrees of all Adopted Children (please show proof of original, copy will be kept by ARC)		
Copy of Marriage License (please show proof of original, copy will be kept by ARC)		
Copy of Divorce Decrees (please show proof of original, copy will be kept by ARC)		
Copy of Death Certificates that ended any previous marriage (please show proof of original, copy will be kept by ARC)		
Copy of Military Discharge (please show proof of original, copy will be kept by ARC)		
Rabies Verification on all Pets (within one year from completed home study)		
Copy of Water/Sewage Bill <u>OR</u> if applicable, Sanitation Inspection. Well water or septic tank can only be inspected by local health department. Please note, the inspection report should include the system capacity of the home in number of bedrooms or people.		
Pictures of all Household Members (group photo or individual photos will suffice, however these photos must be recent)		
Pictures of Home (to include outside photo of home and pictures of every interior room – please label photos on the back indicating which room the photo was taken of – in addition indicate the room in which your adoptive child will reside)		
Provide Address List for all residences in the last ten years		
ATTN: International Adoptive Parents --Hague adoptions require ten hours of Hague approved adoption training.		