

Family Adoption Services
2010 Lancaster Road
Birmingham Alabama 35209
(205) 414-6003

Home Study Instruction Sheet

TO BEGIN YOUR HOME STUDY:

Submit the Home Study Application to Family Adoption Services with a \$400 application fee. In this packet, you will find Child Abuse and Neglect clearances as well as fingerprint cards and information release forms to complete your background clearances. There will also be detailed instructions on how to complete these forms. The CAN clearance takes 3 weeks to clear and the fingerprints can take 12 weeks to clear.

While we wait for your clearances, begin working on the other paperwork required and please provide the agency with the following as soon as possible:

1. Copy of birth certificate for each member of the family (if birth certificates for adult members are unavailable, a copy of your current passport will be acceptable);
2. Copy of Final Decree of Adoption for each adopted child
3. Copy of marriage license/certificate
4. If one or both applicants were previously married, a copy of the divorce decree, annulment, or death certificate terminating the marriage
5. Statement from your health insurance carrier indicating coverage for an adopted child (this can be a copy of the page in insurance booklet that states an adopted child is covered)
6. Copies of your federal tax returns for the past two (2) years (just a copy of the page that states your adjusted gross income for the past 2 years)
7. Photographs of your home and family (one of family together and one of outside of home)
8. Infant CPR and parenting class attendance verification
9. Signed Conviction Statement for all household members 14 yrs of age and older
10. All other signed FAS paperwork included in this packet

****You will find a Dear Birthmother Letter outline in your packet of information. It is very important to note that your Birthmother Letter is how we present you to a Birthmother or Birth family. If we do not have a Dear Birthmother Letter on file for you, we cannot show you. So we ask that you please get this to us as soon as possible.**

The Home Visit can only be scheduled once your file is complete along with the application fee being paid.

The \$1600 home study fee must be received prior to the social worker's visit to your home. Once the home visit is made, no refunds will be made.

In addition to the home visit by our social worker, we will require that adult family members make an appointment to meet in the Family Adoption Services office with our staff. This appointment serves as a time for agency staff to meet your family. This office meeting should be scheduled prior to your home visit.

Adoptive parent(s) will not be placed on the FAS waiting list until all documents are submitted, the home visit conducted, the Birthmother letter is completed and received by the agency, and clearances are received from the state and SBCN.

ADDITIONALLY, PLEASE NOTE:

- The Medical Disclosure Authorization (forms online or enclosed) must be **mailed directly** to Family Adoption Services by your physician. Additionally, we must have statements from your children's pediatrician(s) that they are in good health, free from any communicable diseases, plus a copy of their current immunization records ("blue cards").

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We will also need written proof that any pets are current with their immunizations and are in good health.

Six reference questionnaires are to be completed by family, friends, minister, etc. and **mailed directly** to Family Adoption Services. Two of the Six reference letters need to be from family members.

Any expenses incurred during the home study update investigation (mileage, telephone toll charges, postage, travel time, faxes, etc.) will be invoiced separately after the Home Study update is completed.

Adoptive Mother

Adoptive Father