

ADOPTION HOME STUDIES OF TULSA

Orientation Checklist

I hope that in giving you a detailed outline of the topics to be discussed and the required documents, you will feel more at ease with the home study process. During our first meeting, we will discuss each item listed below in depth.

1. Contract for home study services
2. Autobiographical write up (email to Shay before home visit)
3. OSBI/FBI/CANIS background check
4. 3 Reference letters (SUGGESTED sources relative, friend, professional)
5. Financial Assessment
6. Physical exams for all people living in the home
7. Personal Interview for all people living in the home
8. Home Safety Evaluation

All documents must be signed and dated, as applicable, and are valid for one year. After a year, forms and interviews need to be updated to keep your home study current for an additional fee.

Documentation to collect and provide COPIES of each:

***I PREFER DOCUMENTS TO BE GIVEN TO ME AT THE HOME VISIT.**

THEY ALSO CAN BE SCANNED AND EMAILED TO ME.

IF YOU MAIL THEM, PLEASE MAKE A COPY & USE A PRIORITY MAIL WITH TRACKING NUMBERS

- Birth Certificates for all members in the home
- Native American Indian Tribe Card (if applicable)
- Marriage License
- Divorce Decree (if applicable)
- Death Certificates for any previous spouse
- Verification of Employment/Pay Stubs
- Verification of Health Insurance (copy of cards)
- Most recent Income Tax Return (1040 federal form)
- Vet Vaccination Records (if pets are in the home)
- Military Service or Discharge Records (if applicable)
- Copy of any previous home studies, adoption decrees, filed legal documents