



## Brief Home Study Checklist

To prepare for a home study, you will gather background information to assist the social worker and to comply with applicable state regulations. This brief checklist gives you an idea of the kinds of documents you will need to provide Full Circle Adoptions with prior to your home study. If you have any questions about this stage of the process, please email us at **[team@fullcircleadoptions.org](mailto:team@fullcircleadoptions.org)**.

A. Background Checks required by federal law for every person over the age of eighteen (18). Massachusetts residents required by state law for every person aged fifteen (15) and over.

B. Signed Release Forms permitting us to communicate with/receive information from other professionals (i.e., receive health history).

C. Home Study Specific Information & Reports as follows:

- Medical Reports – health and immunization evaluations for all persons living in the home
  - If you have children already, a medical report for each child, verification of vaccinations, and a school/daycare report for each child is also required
  - Psychotherapy/Psychiatric statement(s) (if applicable)
- IRS Returns – copies of the summary sheets of your past **two** years federal tax returns
- Verification of Health Insurance – policy coverage for the child to be adopted
- Personal References – at least four reference letters from family and close friends
- Employer References for all prospective adoptive parents working outside the home
- Individual Autobiographies – approximately 2-3 pages for each prospective adoptive parent
- Birth Certificates – *2 certified copies of each* for each member of prospective adoptive family
- Marriage Certificates – *2 certified copies* (if applicable)
- Divorce Decrees – *1 certified copy* (if applicable)
- Veterinary Reports – up-to-date immunizations and safety evaluation for all pets (if applicable)

D. Written Physical Requirements of the Home – prepared by a social worker after they have visited your home. We share the requirements with you ahead of time.

Please call with any questions (413) 587-0007 or email: [team@fullcircleadoptions.org](mailto:team@fullcircleadoptions.org). We are looking forward to working with you.

Thanks,

*The Full Circle Adoptions Team*