

AMERICAN ADOPTIONS SUPPORTING DOCUMENT CHECKLIST

The following documents must be collected by the adoptive family, and provided to the home study worker at the time of the home visit. Many of these forms are provided in the Phase II packet provided by American Adoptions.

- ❑ Copy of Birth Certificates (for all household members)
- ❑ Copy of Marriage Certificate
- ❑ Copy of Drivers License (or state issued ID)
- ❑ Copy of Military Discharge (if applicable)
- ❑ Copy of Divorce Decree (for all divorces, if applicable)
- ❑ Copy of Adoption Decree (for older children who were adopted)
- ❑ Copy of School Reports on School-aged Children (if applicable)
- ❑ Background checks (criminal, child abuse, FBI found in Phase I)
- ❑ ARIZONA RESIDENTS ONLY: Application for Certification (found in Phase I)
- ❑ Physician's Health Reports for all household members (immunization record for young children if applicable, found in Phase II)
- ❑ Health Insurer Contact Form (including copy of insurance card front and back, found in Phase II)
- ❑ Discipline Policy (found in Phase II)
- ❑ Financial Form (found in Phase II)
- ❑ Release of Confidential Information Form (found in Phase II)
- ❑ Five Reference Letters (found in Phase II)
- ❑ Employment Verification Letter or Non- Working Spouse form (if not employed/ stay at home parent, found in Phase II)
 - The employment verification letter can be from a supervisor, manager, human resources, etc. It needs to be dated and signed, on your company letterhead, verify that you are currently an employee of that company and the date you were hired.
 - If you are self-employed, write your own employment verification letter on your letterhead explaining nature of business and when self-employment began, and sign it yourself.
 - A print out from an employment website is NOT acceptable, unless from www.theworknumber.com. Please contact American Adoptions if you need to use that option.
 - If in the military, the military document is acceptable.

If you have additional documentation, which supports your suitability as an adoptive family, please provide this to your home study worker.

If any of your criminal clearances are mailed to your home, please provide the originals to your home study worker at your home visit.