



Thank you for considering American Adoptions for your home study! We have successfully completed thousands of home studies and have helped many families in their journey to become parents. We look forward to the opportunity to help you through the home study process.

We will begin your Home Study as soon as you return the enclosed **Phase I Home Study packet and Payment**. Below is a breakdown of the fee for a Standard Home Study.

Domestic Home Study (30 – 60 days average completion time): **\$ 1,000**

**Please see Home Study Agreement for additional fees that may apply to your Home Study.*

American Adoptions accepts payment via credit card, personal check, and money order.

Please note that travel costs associated with the completion of the home study and post placement visits are charged at \$25.00 per hour of travel and are paid by you directly to your home study worker. There are several social workers positioned throughout the state, therefore when we learn of your address, we are able to assign your home study to the closest available social worker in your area.

In order to complete the home study process in a timely manner, please follow all directions precisely. This will help you to avoid any unnecessary delays. Since the home study process is typically the most lengthy to complete, we have streamlined the process into two phases which are outlined below.

Phase I is contained within the following packet. First, please complete and return the included home study application, home study agreement, and payment. Furthermore, please review and complete the required background checks per the included instructions.

Phase II will begin upon receipt of your completed Phase 1 Home Study Packet and payment. Once received, we will assign you to a home study worker who should be in direct contact with you within two business days. During this phase, you will be provided with a second packet to begin the gathering of your supporting documents as well as meet with your social worker in your home.

If you have any questions, do not hesitate to contact us at 1-800-ADOPTION or email questions to homestudy@americanadoptions.com.

Thank You,

The Staff of American Adoptions

	Parent 1	Parent 2
Full Legal Name (First, Middle, Last)		
Maiden Name or Any Other Names Used		
Social Security Number		
Driver's License Number		
Race and Gender		
Date of Birth		
City and State of Birth		
Marriage Date and Location		
Ever Been Divorced?	Y / N	Y / N
Highest Education Level		
Employer Name		
Occupation		
Work Phone Number		
Cell Phone Number		
Currently in Military	Y / N	Y / N
Previously in Military	Y / N	Y / N
Religion		
Height		
Weight		
Hair Color		
Eye Color		
Complexion		
Body Structure (i.e. Petite, Muscular, etc.)		
Ethnicity (i.e. Hispanic or Non-Hispanic)		
Heritage (Irish, Italian, etc.)		
Language(s) Spoken		
Citizenship		
Have you ever been arrested?	Y / N	Y / N
Have you ever been convicted of a crime?	Y / N	Y / N
Have you ever had an arrest expunged?	Y / N	Y / N
If YES, please explain:		
Have you ever initiated or completed a home study?	Y/N	If YES, when and with whom?

Other Household Members (children, residents, grandparents, etc)

Name	Gender	Birth Date	Relation to you (i.e. Child, etc.)	Adopted Date	Living in the home?
_____	M / F	_____	_____	_____	Y / N
_____	M / F	_____	_____	_____	Y / N
_____	M / F	_____	_____	_____	Y / N
_____	M / F	_____	_____	_____	Y / N

Are any of your children from a previous marriage? If so, please indicate above: Y / N

Do you have children outside the home or not listed above? Y / N

Background Information on Extended Family Members (if deceased please indicate)

Parent 1	Parents Names	Age	Marital Status	Occupation	State	# of Children
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

Siblings Names	Age	Marital Status	Occupation	State	# of Children
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Parent 2	Parents Names	Age	Marital Status	Occupation	State	# of Children
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

Siblings Names	Age	Marital Status	Occupation	State	# of Children
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please list any health or medical concerns for yourselves, immediate or extended family:

Payment is required prior to processing the home study application. American Adoptions will accept payment via credit card, personal check or money order. Please indicate your payment option below, sign and return the application and home study agreement.

- Payment by Credit Card (please contact the Home Study Department to receive instructions to pay online).
- Payment by Check or Money Order made payable to American Adoptions

Submission via email, mail, or fax is all acceptable options to submit the home study application and agreement.

American Adoptions
Attn: Home Study Department
7500 W. 110th Street
Suite 500
Overland Park, KS 66210
Fax: 913-383-1615
Email: homestudy@americanadoptions.com

By signing this application, you are verifying all information on this application is true and accurate and understand that fees paid are non-refundable.

Adoptive Parent Signature

Adoptive Parent Signature

**HOME STUDY AGREEMENT
AMERICAN ADOPTIONS OF KANSAS, LLC**

THIS HOME STUDY AGREEMENT (“Agreement”) is made by and between American Adoptions of Kansas, LLC d/b/a American Adoptions (hereinafter referred to as “American Adoptions”) and _____ (collectively referred to as “Adoptive Family” or “you”) on this ___ day of _____, 20__.

WITNESSETH:

WHEREAS, American Adoptions is a licensed domestic adoption agency;

WHEREAS, Adoptive Family desires to provide a stable, secure, and loving home to an adopted child; and

WHEREAS, it is the desire and intention of American Adoptions and Adoptive Family to have American Adoptions conduct a home study that will investigate Adoptive Family’s suitability for adoption of a child (or children) under the applicable laws, regulations, and guidelines;

NOW THEREFORE, in consideration of the mutual promises contained herein and with the intention of being legally bound hereby, American Adoptions and Adoptive Family agree as follows:

1. Home Study. Adoptive Family understands that the home study process is an assessment of Adoptive Family and their home as suitable for adoption. American Adoptions does not guarantee that this home study will result in Adoptive Family being recommended or approved for adoption. American Adoptions may decline approval of this home study for any reason. Adoptive Family understands that American Adoptions must comply with certain laws, regulations, and guidelines related to this home study. Adoptive Family agrees to hold harmless American Adoptions should Adoptive Family find the outcome of, or any individual finding within, this home study to be unfavorable. Adoptive Family agrees to hold harmless American Adoptions for any harm resulting from the communication of any finding discovered during the course of the home study to any governmental body, agency, or authority. Adoptive Family agrees to hold harmless American Adoptions for any harm resulting from the disclosure of the Home Study to third parties, including but not limited to adoption agencies, social workers, state agencies, federal agencies, and attorneys that may be involved in Adoptive Family’s adoption process. Adoptive Family agrees to cooperate with American Adoptions oral or written instructions or requests related to this home study. **ADOPTIVE FAMILY HAS A DUTY TO IMMEDIATELY UPDATE AMERICAN ADOPTIONS IF THERE ARE ANY SIGNIFICANT CHANGES TO ANY OF THE INFORMATION CONTAINED IN THE HOME STUDY.** Adoptive Family agrees that it will immediately notify American Adoptions of any such changes, including but not limited to any change to the following: criminal or child

Initial
____/____

abuse records, medical status, employment status, marital status, the number or identity of persons who are household members, a change in the location of Adoptive Family's residence, or a significant change in Adoptive Family's finances. Adoptive Family understands that significant changes to the information in the home study may require a new home study, which would result in additional fees. Adoptive Family agrees that American Adoptions cannot be held liable for any harm or complications that arise from Adoptive Family's failure to fully or accurately disclose information used to prepare the home study. Adoptive Family understands that all documents provided to American Adoptions become the property of American Adoptions and American Adoptions may be required to retain these documents by applicable state laws or regulations.

2. Fees. Adoptive Family agrees to pay American Adoptions all fees before the related services are rendered. Adoptive Family will pay all fees by credit/debit card or personal check, cashier's check, money order, or wire transfer payable to American Adoptions. **ADOPTIVE FAMILY UNDERSTANDS THAT THE FEES PAID TO AMERICAN ADOPTIONS UNDER THIS AGREEMENT ARE NOT REFUNDABLE.** In order to maintain its level and scope of services, American Adoptions reserves the right to change all fees before the related services are rendered. **Initial** ___/___

3. Home Study Updates. It is the responsibility of Adoptive Family to keep their home study updated annually (or more often if required by the relevant jurisdiction). It is Adoptive Family's responsibility to confirm how often their home study must be updated. To keep a home study updated, it is necessary for Adoptive Family to, within the applicable time period, have at least one home visit and update all documents that support or accompany the home study, including but not limited to all criminal records, child abuse records, physician's reports, and financial information. American Adoptions is happy to assist you with keeping your home study updated, but it is your responsibility to keep American Adoptions informed about: when the home study is set to expire; any significant dates or deadlines relevant to your adoption; any court requests or requirements; any significant family, work, health, or life changes; and when placement or finalization is scheduled to occur. **Initial** ___/___

4. Information about the Child or Birth Parent. Adoptive Family will obtain all information regarding a potential or prospective adoptive child or birth parent through either American Adoptions or the agency through which you will seek the placement. **Initial** ___/___

5. Information from the Adoptive Family. Adoptive Family will be required to disclose and provide a wide range of family and personal information to American Adoptions, social workers, attorneys and adoption professionals, as well as a family profile, photos and other written information. Adoptive Family agrees to assist in the gathering of needed information and, as necessary, to contact any parties from whom information is required. American Adoptions will consider requests that particular information regarding the Adoptive Family be kept confidential – e.g., address, social security number, last name, etc. – but cannot guarantee the confidentiality of the Adoptive Family’s information. Adoptive Family hereby authorizes American Adoptions to seek information from third parties relating to Adoptive Family’s suitability for adoption of a child (or children) under the applicable standards, laws, and regulations. Adoptive Family agrees to hold harmless American Adoptions and all such third parties should Adoptive Family find any such information to be unfavorable to Adoptive Family’s suitability for adoption under this Agreement.

Initial
___/___

6. Time Frames. Adoptive Family understands that the time it takes to complete a home study varies according to a number of factors (some of which are beyond American Adoptions’ control), including but not limited to the following: the jurisdiction in which Adoptive Family resides, the speed with which Adoptive Family submits the appropriate documentation, and the time it takes to perform background checks. On average, it takes 4 to 8 weeks to complete a home study. Adoptive Family understands that American Adoptions cannot affect the speed with which states and the federal government process background checks, such as criminal and child abuse checks. Adoptive Family releases American Adoptions from any and all liability resulting from any delay in the processing of background checks. If Adoptive Family takes more than 3 months from the date of execution of this Agreement to submit the necessary documentation (typically submissions can be completed in 2 weeks), then Adoptive Family releases American Adoptions from any and all obligation to perform any further home study services and further agrees that all fees paid before the expiration of this three-month period will be non-refundable.

Initial
___/___

7. Placement Notification. Adoptive Family is required to satisfy all home study and post-placement requirements of the jurisdiction(s) in which the adoption occurs, as well as all requirements of the agency through which you will seek the placement (the “placement agency”). If Adoptive Family is receiving only home study services (either domestic or international) from American Adoptions and will not be using American Adoptions for placement services, **Adoptive Family is responsible for notifying American Adoptions in writing (via mail or e-mail) as soon as they receive the adopted child.** Adoptive Family understands that compliance with this notification requirement is very important because it may help avoid

Initial
___/___

complications related to your adoption. Adoptive Family agrees that if they fail to notify American Adoptions about their receipt of an adoptive child immediately upon receiving the adopted child, then American Adoptions will not be responsible for the timing of any post-placement visit, the completion of the home study, or any harm related to Adoptive Family's failure to notify American Adoptions about their receipt of the adopted child immediately upon receiving the adopted child. American Adoptions also requires a "20-day notice" before the first post-placement visit. This 20-day notice requirement means that, at least 20 days before the first post-placement visit, Adoptive Family must both: (1) notify American Adoptions about receipt of the adopted child, and (2) provide American Adoptions with all relevant placement information provided to Adoptive Family by the placement agency. If American Adoptions does not have the necessary placement information from the placement agency at least 20 days before the first post-placement visit, then Adoptive Family agrees to pay American Adoptions an expedited scheduling charge of \$200 for expenses resulting from the last-minute processing of this information. If Adoptive Family fails to comply with the 20-day notice requirement, American Adoptions will still attempt to schedule a post-placement visit with fewer than 20 days advance notice but cannot guarantee that a post-placement visit can be completed within the time requested by Adoptive Family.

8. Post-Placement Supervision. Adoptive Family acknowledges that they are required to have their post-placement visit(s) performed by American Adoptions. American Adoptions may be required to perform post-placement visits to satisfy licensing requirements, even if this is not required by your state or country's post-placement regulations. If you are adopting more than one child, there are additional fees for post-placement services. The number of post-placement visits is dependent on many factors, including but not limited to court jurisdiction and the state or country in which the adoption is being finalized. **Initial** ___/___

9. Relocation. Should Adoptive Family relocate to another state before finalizing the adoption, Adoptive Family may need to have a new home study completed. If Adoptive Family relocates to a state in which American Adoptions is not licensed, Adoptive Family will need to contact a new agency or professional for the purpose of completing the home study. Should Adoptive Family relocate to a new home in the same state as their current residence at any time during the adoption process, Adoptive Family may be required to have a home study or home study update completed. The Adoptive Family must contact American Adoptions as soon as they learn that one of the situations addressed in this Section is likely to occur. **Initial** ___/___

10. Medical Coverage. American Adoptions requires that Adoptive Family provide medical insurance for the child they wish to adopt. Adoptive Family must be willing to provide medical insurance on behalf of the child until the child reaches 18 years of age. Adoptive Family must also be willing to secure the best medical care and treatment available to the child as needed and required by the child’s attending physician and authorized by such medical insurance. **Initial** ___/___

11. Standard Home Study Fee Schedule. The standard domestic home study package costs \$1,000 and includes the services typically needed to complete a domestic home study. Upon completion of the standard home study package, Adoptive Family will receive: **Initial** ___/___

- 2 original copies of the home study
- 1 copy of the agency license

The standard home study package fulfills the home study requirements for many domestic adoptions. However, some court systems, countries, and other adoption professionals require services in addition to the standard home study package.

12. Additional Services and Fees. American Adoptions will perform services in addition to those included in the standard home study package per the following fee schedule: **Initial** ___/___

A. Home Study Case Management Services **\$300*** **Initial** ___/___

Case Management covers costs related to, but not limited to, preparation and provision of additional copies of home study, completion of forms and documents as requested by Adoptive Family and/or their placing entity, preparation and provision of home study to courts and other adoption professionals on behalf Adoptive Family and other associated tasks. This fee is due prior to American Adoptions completing forms or providing documents to other placing entities, courts or other adoption professionals on behalf of Adoptive Family. If Adoptive Family requires more than 3 hours of case management service, an additional hourly fee of \$100 will be incurred.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement services, the home study case management fee is waived.

B. Home Study Update

\$600*

Initial

___/___

A home study update is a follow-up report to the initial home study and is often required if a placement has not occurred within one year of the initial home study. Some states require a home study update every six months. If the home study is more than 2 years old, a completely new home study must be completed.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement services, the home study update fee is discounted to \$400.

C. Extensive Home Study Update

\$800*

Initial

___/___

An extensive home study update may be necessary if you have, since your previous home study, placed an additional child in your home, moved, experienced a significant change in employment, or experienced other significant life changes. If the home study is more than 2 years old, a completely new home study must be completed.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement services, the extensive home study update fee is discounted to \$600.

D. Addendum

Initial

___/___

Home Visit

\$300*

Telephonic/Video Conference

\$200*

An addendum may be required for minor changes in family status like a new job with similar pay and responsibility, a change in health insurance, or the request to be approved for additional child characteristics, etc.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement, the addendums are discounted to \$250 for a home visit and \$150 for a telephonic/video conference.

E. Post-Placement Report

Initial
___/___

Home Visit **\$350***

Telephonic/Video Conference **\$250***

A post-placement report may be required after a child has been placed in your home. These post-placement reports are typically for the court and provide updates on the child and family. An additional charge of \$50 is added to the cost of the post-placement report for each additional child placed in your home through the adoption (e.g., twins, siblings, etc.).

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement, the post placement reports are discounted to \$250 for a home visit and \$150 for a telephonic/video conference.

F. Extensive Home Study Update/Post-Placement Combo **\$850*** **Initial**
___/___

A home study update may be required for finalization and is charged at this rate when performed in conjunction with a post-placement visit.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement, the extensive home study update/post-placement combo is discounted to \$650.

G. Court Visit and/or Court Report **\$350*** **Initial**
___/___

Some courts require an agency representative and/or a report in addition to the home study and/or post-placement reports. This report typically summarizes the home study and post-placement and ultimately recommends the permanent placement of the child for the final adoption hearing.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement, the court visit and/or court report is discounted to \$250.

H. Extra Home Visit **\$250*** **Initial**
___/___

An additional home visit may be required during the home study process. This occurs when more information is needed, if the home

study is not finalized in the allotted amount of time allowed or the Adoptive Family's individual circumstances necessitate an extra home visit.

*If Adoptive Family is utilizing American Adoptions or its Affiliates for placement, the extra home visit is discounted to \$150.

I. Miscellaneous

\$75- Initial
\$250 ___/___

Additional fees may apply for additional services, including additional copies of the home study, additional counseling for issues beyond a home study, additional request of documents outside of our standard home study package.

The Adoptive Family agrees they understand the fees listed above and agrees to pay all such fees to American Adoptions when the related services are rendered.

13. Forfeiture of Fees and Returned Checks. AS PROVIDED IN PARAGRAPH 2 ABOVE, THE FEES PAID BY ADOPTIVE FAMILY TO AMERICAN ADOPTIONS UNDER THIS AGREEMENT ARE NOT REFUNDABLE. If this Agreement terminates according to its terms (set forth below), or otherwise, all fees paid are forfeited to American Adoptions. Adoptive Family understands and specifically agrees to this forfeiture and further agrees to hold American Adoptions harmless, to indemnify American Adoptions , and to pay American Adoptions' reasonable attorney fees in the event that any person or entity sues American Adoptions for funds Adoptive Family paid and forfeited to American Adoptions under the terms of this Section. If a check is returned to American Adoptions because of insufficient funds, Adoptive Family will be charged a \$30 returned check fee. **Initial ___/___**

14. Other Service Providers. American Adoptions is not responsible for the conduct or services delivered by other service providers, including but not limited to video producers, video hosting services, attorneys, counselors, social workers, other adoption professionals, foster parents, foster care workers or others, relating to any and all services they provide, including but not limited to video production, video hosting, relinquishment, counseling (whether in-person or otherwise), consent, Home Study, foster care and surrender services. The Adoptive Family agrees that they will hold harmless and indemnify American Adoptions for any damages, costs or reasonable attorney fees American Adoptions incurs in connection with any legal proceeding Adoptive Family initiates against American Adoptions for any conduct of or services provided by another service provider. **Initial ___/___**

15. ICPC. The Interstate Compact on the Placement of Children (“ICPC”) applies to domestic adoptions occurring across state lines. When the ICPC applies, Adoptive Family and the adopted child must remain in the state in which the adopted child resides until Adoptive Family’s state of residence approves the placement. This process can take between 7 to 10 business days after the paperwork has been filed with the ICPC office, but there is no way to know for certain how long this process will take. Adoptive Family understands that the wait for ICPC approval is outside of American Adoptions’ control and may be longer depending on the circumstances of the particular adoption. Adoptive Family understands that they need to work with the attorney or agency that placed the child with them on issues related to the ICPC.

Initial
___/___

16. Government Offices. Adoptive Family understands that they are not allowed direct contact with any court office or ICPC office unless directed by American Adoptions, their attorney, an ICPC administrator, or a court officer. This Section has been included in this Agreement at the request of ICPC administrators and court clerks and allows them to process your case more efficiently.

Initial
___/___

17. Orientation. Adoptive Family understands that state licensing requires the Adoptive Family to complete an orientation before beginning the Home Study process. The orientation is typically conducted in person and immediately prior to your initial home visit. In some instances, the orientation may consist of educational material and/or an online video or other resources. Adoptive Family agrees to timely complete all necessary home study orientations.

Initial
___/___

18. Medical Release. Adoptive Family agrees that American Adoptions is not the placement agency and cannot guarantee the health of any child. Adoptive Family further agrees that American Adoptions is not responsible for any adopted child’s medical, psychiatric, health, behavioral or other problems, whether those problems are present at the time of placement or manifest themselves at some time thereafter. Adoptive Family also agrees that it will not rely on any representation of American Adoptions (or any representation of any employee, agent, or representative of American Adoptions) related to the health of any child. Adoptive Family hereby waives any and all claims and releases American Adoptions from any and all liability related to any adopted child’s medical or other condition(s), any medical or other economic expenses incurred by Adoptive Family, or any non-economic damages sustained by Adoptive Family.

Initial
___/___

19. Record Retention. Adoptive Family understands that the home study file will be kept indefinitely by American Adoptions and that the Home Study will be officially categorized as “approved”, “denied” or “withdrawn” as appropriate. All records relating to the Home Study are the exclusive property of American Adoptions. Criminal history record information will be kept for two years and then destroyed. Should criminal history records be needed after that time, Adoptive Family will be required to re-run their criminal background checks.

Initial
___/___

20. Term. The term of this Agreement (the “Term”) shall commence on the date of the execution of this Agreement and, unless one of the below-enumerated termination events occurs, shall continue in full force and effect until an adoption reaches finalization and all fees and obligations owed under this Agreement have been paid or fulfilled.

Initial
___/___

21. Events That Give American Adoptions Discretion to Terminate This Agreement. American Adoptions may, in its sole discretion, terminate this Agreement, and retain all fees paid through the date of termination, if any of the following events occur:

Initial
___/___

- a. Adoptive Family undergoes a divorce, annulment, or legal or other separation before American Adoptions completes its obligations under this Agreement;
- b. Adoptive Family refuses to timely provide American Adoptions with information necessary for home study;
- c. Adoptive Family provides any false or misleading information to American Adoptions;
- d. Adoptive Family commits any other material breach of this Agreement not specifically enumerated in this Section; or
- e. Adoptive Family violates in any way the confidentiality of a birth parent or attempts to independently gather information on a birth parent, as prohibited by this agreement.

22. Attorneys’ Fees. In the event of the breach of this Agreement, the non-breaching party shall be entitled, in addition to any other remedy provided by law, to the recovery of all costs and attorneys’ fees incurred in the enforcement of the non-breaching party’s rights hereunder.

Initial
___/___

23. Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas as if it were made and wholly performed there without giving effect to any principle of conflict of laws that would require the application of the law of any other jurisdiction. **Initial** ___/___

24. Choice of Venue. The Parties agree that any action or proceeding arising out of or related in any way to this Agreement shall be brought in a state or federal court located in Johnson County, Kansas. The Parties hereby irrevocably and unconditionally waive any defense of an inconvenient forum, to the maintenance of any action or proceeding in such court, and objection to venue with respect to any such action or proceeding, and any right of jurisdiction on account of the place of residence or domicile of any party hereto. **Initial** ___/___

25. Illegality, Reform, and Severability. If any law or governmental regulation is adopted or any court decision is promulgated after the date of this Agreement, and such law, regulation or court decision makes this Agreement or a provision hereof illegal, the parties agree to use their best efforts to restructure this Agreement in such a manner that will avoid such illegality and, to the extent practicable, will preserve the existing financial and business relationships among them. In the event any provision contained herein is deemed by a court of competent jurisdiction to be illegal, then the parties each agree that such provisions may be reformed and modified and enforced by such court to the maximum extent permissible under applicable law and principles of equity. **Initial** ___/___

26. Drafting. No provision in this Agreement is to be interpreted for or against any party because that party, or that party's legal representative, drafted the provisions. **Initial** ___/___

27. Headings are for Reference Only. The headings to the various sections of this Agreement have been inserted for reference purposes only and shall not modify, define, limit or expand the expressed provisions of this Agreement. **Initial** ___/___

28. Entire Agreement and Modification. This Agreement and any attachments constitute the final and complete agreement between Adoptive Family and American Adoptions, supersede all prevision agreements or understandings, and may be amended or modified only by a written agreement signed by all parties hereto. **Initial** ___/___

PHASE 1 – STEP 2
BACKGROUND CLEARANCE INFORMATION

The following **Federal Bureau of Investigations** and **Arkansas State Police (ASP)** Criminal Record Check are required for all persons residing in the home (18 years of age or older). The following **Arkansas Child Maltreatment Central Registry** and **Sex Offender Registry Search** are required for all persons residing in the home (14 years of age or older). Please note these background checks must be less than 6 months old at the time of home study completion.

FBI and ASP Criminal Record Check

Please follow the below steps for all persons residing in the home (18 years of age or older):

- Visit the below website:
https://ardhs.formstack.com/forms/arkansas_dhs_criminal_background_check_request_form
- Complete and submit the online form:
 - Reason for Background Check*: Child Welfare – Placement and Residential Agencies
 - Facility License Number*: 126
 - Placement/Residential Agency Name*: American Adoptions
- A copy will be emailed to you. Upon receipt, you will print the form, sign, and notarize.
- Make a copy for your records.
- Please return the signed and notarized form to American Adoptions at the address listed below along with payment made out to American Adoptions in the amount of \$36.25 per applicant. This fee will cover both FBI and State Criminal record checks and will be paid on your behalf upon registration.
- American Adoptions will reach out via email after registration to provide further information regarding the scheduling of a fingerprinting appointment.*

Child Maltreatment Central Registry (child abuse)

Please complete the following process for all persons residing in the home (14 years of age or older):

- Visit: https://ardhs.formstack.com/forms/dcfs_central_registry_request_v2
- The 'Reason for Registry Check' is, "You are a potential or current employee of a childcare facility or residential facility for children/youth licensed by Arkansas DHS."
- Under 'DCCECE Information' enter American Adoption's information (provided below). Only answer questions with an asterisk (*).
 - Facility Name*: American Adoptions
 - Facility Email*: laura.b@americanadoptions.com

- Facility Number*: 126
- Complete remaining applicant information and submit the online form.
- A copy of the completed form will be emailed to you. Upon receipt, you will print the form, sign, and notarize.
- Make a copy for your records.
- Please return the signed and notarized form to American Adoptions at the address listed below along with payment made out to American Adoptions in the amount of \$10.00 per applicant.
- American Adoptions will submit the registry check forms and payment on your behalf:*

American Adoptions
Attn: Home Study Department
7500 W. 110th Street
Suite 500
Overland Park, KS 66210

Sex Offender Registry Search

A Sex Offender Registry Search is required on all persons residing in the home (14 years of age or older). Please visit the Arkansas Crime Information Center website and run this search instantly online.

- Visit: <https://www.ark.org/offender-search/index.php>
- The site will ask you to agree to the terms and conditions of the site, please click “I agree”
- Enter the required information and select ‘Search Area’
- If there is no record, this message will appear near the top of the page: *No Results Found*. Please print off this page as proof of no record and send it to American Adoptions.
- Should you or someone in your household appear as a registered sex offender, please alert the home study department immediately.*

Criminal History Letter for Minors

For all persons residing in the home ages 14 to 17 years old, please provide a signed and dated letter stating whether or not these household members have a criminal record. This is a letter created by you and can be hand written or typed. This must be updated annually until the household members are 18 years old.

Please complete and return the following items to American Adoptions:

- Home Study Application
- Home Study Agreement
- FBI and ASP Criminal Record Check forms and payment (\$36.25 per applicant and this can be combined with the home study fee.)
- Child Maltreatment Central Registry forms and payment (\$10 per applicant and this can be combined with the home study fee.)
- Sex Offender Registry Search check results
- Applicant Record Notification forms
- Criminal History Letter for Minors (if applicable)
- Home Study Payment

Please submit each of these items **together** to American Adoptions. In turn, we will submit them to the appropriate parties on your behalf.

*American Adoptions
Attn: Home Study Coordinator
7500 West 110th St
Suite 500
Overland Park, KS 66210*

homestudy@americanadoptions.com

Application Record Notification

Notification

Fingerprints submitted will be used to check the criminal history records of the FBI.

*Obtaining Copy

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

*Change, Correction, or Updating

Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Print Name

Date

Signature

Application Record Notification

Notification

Fingerprints submitted will be used to check the criminal history records of the FBI.

*Obtaining Copy

Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

*Change, Correction, or Updating

Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Print Name

Date

Signature