

Checklist for Paperchase

- _____ Copy of marriage license (clear copy)
- _____ Copy of birth certificate for: adoptive mother, adoptive father, children (clear copy)
- _____ Two credit references (originals to Adopt!inc.)
- _____ Three personal references (relatives cannot be used; originals to Adopt!inc.)
- _____ If divorced, a clear copy of divorce decree
- _____ Copy of death certificate (required for death of child/ren or any previous marriage ended by death)
- _____ If you are not on city utilities, the health department or other viable source must give a statement that your septic system is acceptable (originals to Adopt!inc.)
- _____ Federal Bureau of Investigation check (we recommend Fieldprint)
- _____ Administrative Office of the Courts (AOC FastCheck)
<http://courts.ky.gov/aoc/criminalrecordreports/Pages/default.aspx>
- _____ Kentucky child abuse/neglect clearance-DPP-157 (Children 12 years and over also need a clearance.)
Administrative Office of the Courts (AOC) results must be mailed in with this form. The AOC cannot be over 30 days old when it's received by the Cabinet.
- _____ Child abuse/neglect clearance from any state or country in which you've lived since age 18 (International Only)
- _____ Medical form completed on: adoptive mother, adoptive father, any children in the home (the exam itself must have been within the past year)
- _____ Copy of driver's license for each applicant
- _____ Copy of proof of vehicle insurance for each applicant
- _____ Certificate of Vaccinations for all pets and Animal Safety Statement
- _____ A copy of W2 or an employment letter for each applicant
- _____ Copy of 1040 and Kentucky state tax return – top page only (International Only)
- _____ Financial Status form
- _____ Employment Letter – length of employment, income, and on company letterhead (China Only)
- _____ Adopt!inc. Application and Application Fee
- _____ Adoption Services Agreement (Please be sure to read it thoroughly!)
- _____ Self Study (one per applicant; your completed Self Study needs to be received 3 days prior to the second meeting with your adoption worker)
- _____ A recent photograph of you (a snapshot is fine)
- _____ Hague Training – 10 hours of training are required above and beyond the home study training (International only)
- _____ Domestic Adoption Training – 24 hours of training are required
- _____ Domestic Adoption only: Survey (this is typically given to you at the second meeting with the adoption worker)
- _____ U.S. Citizenship & Immigration Services receipt or appropriate USCIS form with fee (International only)

Please remember to **keep copies** of everything for yourself!

(Rev. 04/17)