

# HEART AND SOUL ADOPTIONS

YOUR FULL-SERVICE LICENSED CHILD PLACEMENT AGENCY



## *Adoptive Parents Checklist*

---

- \_\_\_ Application
- \_\_\_ Adoptive Parent Agreement
- \_\_\_ Family Adoption Assessment
- \_\_\_ Fee Schedule
- \_\_\_ Consent for Disclosure of Confidential Information
- \_\_\_ Birth Father's Rights Form
- \_\_\_ Understanding of ICPC Form
- \_\_\_ Religious Consideration Form
- \_\_\_ Family Profile (*6 copies*)
- \_\_\_ Home Study
- \_\_\_ Criminal Background Clearances
- \_\_\_ Criminal History Report (*applicable to UTAH residents only*)
- \_\_\_ Letters of Health for each family member including children
- \_\_\_ Copy of latest Income Tax Return (*only the front page is necessary*)
- \_\_\_ Employer Verification
- \_\_\_ Medical Insurance (*copy of insurance card*)
- \_\_\_ 5 Reference Letters (*original letters addressed to Heart and Soul Adoptions*)
- \_\_\_ Proof of funds (*i.e. bank statements, mutual fund, letter from person giving you the money, etc.*)
- \_\_\_ Marriage Certificate
- \_\_\_ Birth Certificate of all living in the home (*original or notarized copies are necessary*)
- \_\_\_ Divorce Decree (*if applicable. If there is more than one divorce, we need all decrees*)

## **REFERENCE LETTER**

Please have three people, NOT RELATED TO YOU, and two RELATED, send us a letter of recommendation for adoption on your behalf. This letter must be sent directly to Heart and Soul Adoptions, Inc. from the writers and be an original, not a copy. It is not acceptable for them to give you the letter and have you send it to Heart and Soul Adoptions, Inc. Please have them answer the following questions in their reference letter.

1. How long have you known these individuals? What is your relationship with them (close friends, acquaintances, work associates, etc.)?
2. What do you like best about him? What are his strengths/weaknesses?
3. What do you like best about her? What are her strengths/weaknesses?
4. How would you describe their marriage? Have you seen them resolve conflicts? If yes, please elaborate.
5. How do they relate to children?
6. Would the addition of an adopted child of African-American descent be a positive experience for this family and why would you recommend them as adoptive parents? (only if applicable)

Please have letters sent to:

**Heart and Soul Adoptions, Inc.**

P.O. Box 689 · Farmington · UT · 84025 (or)

803 North 1250 West Suite 4 · Centerville · Utah · 84014