

Checklist: Certification of Adoptive Home

1. Identity & Legal Documents

- ☐ Government-issued photo ID (driver's license/state ID or passport)
- ☐ Birth certificate(s)
- ☐ Marriage license (if applicable)
- ☐ Divorce decree(s) or death certificates (if applicable)
- ☐ Social security card(s)
- ☐ Birth certificate(s)

2. Financial Documentation

- ☐ Employment/Income verification (pay stubs, SSI/SSD etc.)
- ☐ Financial statement (mortgage, loans, etc. provided by Spaulding)
- ☐ Rental/Mortgage lease/verification
- ☐ Utility bills

3. Health & Medical Records

- ☐ Physical exam report from a doctor: applicant(s) (provided by Spaulding)
- ☐ Physical exam/immunizations: household members (provided by Spaulding)
- ☐ Mental health evaluation (if required)
- ☐ Documentation of any past substance use treatment (if applicable)

4. Background Checks & Safety Clearances

- ☐ Criminal background check consent (provided by Spaulding)
- ☐ Fingerprinting (state + FBI, provided by Spaulding)
- ☐ Child abuse/neglect registry clearance (provided by Spaulding)
- ☐ Local police clearance

5. Home Study (Family Assessment) Documents

- ☐ Completed home study application (provided by Spaulding)
- ☐ Personal/social history questionnaire (provided by Spaulding)
- ☐ References (adult child, 3 non-related: provided by Spaulding)
- ☐ Alternate caregiver forms (provided by Spaulding)

6. Insurance & Safety Documents

- ☐ Pet record/vaccinations (if applicable)
- ☐ Valid proof of auto insurance (if applicable)
- ☐ Fire safety: smoke detector/carbon monoxide verification
- ☐ Emergency procedure plan (provided by Spaulding)
- ☐ Discipline policy (provided by Spaulding)