



## **Siena Adoption Services**

4141 North Henderson Road, Plaza Suite 4

Arlington, VA 22203

571-215-4118

sienaadoptionservices@gmail.com

Welcome to Siena Adoption Services. We look forward to working with you during your adoption process. The forms and supporting documents needed to complete your Home Study are listed below.

### **Documents you will need to submit**

- Application with a picture of you and your children (if any)
- Signed list of Services and Fees
- Proof of Pre-Adoption Training (Heart of the Matter)-print certificate
- Confidentiality Agreement
- Employee Verification, if applicable (one for each parent-most recent pay stub)
- Medical Forms for each adult member of the household (who will be a caretaker)
- TB Screenings
- Copy of Birth Certificate for Each Member of the Household
- Copy of Marriage Certificate
- Copy of divorces if applicable
- Copy of Health Insurance Policy Statement as to When Adopted Child is Covered
- Guardianship Plans or Wills statement
- FBI Fingerprint Clearance for each family member over the age of 18.
- Central Registry Release form OBI (Child Protective Service Clearance) for each family member over the age of 14. Must be notarized. Applicants who lived in other states within the past five years will need clearances from those states in addition to the Virginia Department of Social Services clearance.
- Sworn Disclosure Statements for each member of the family of age 18
- Signed Prohibition of Corporal Punishment document
- Copy of the First 2 pages of the Last 3 years Income Tax Returns
- Financial Statement
- Three Letters of Reference which will be requested from names listed on your application (use guidelines provided)
- Driving Record
- Family Emergency Plan

- Pet Immunization Records
- Copy of each Adult household member Driver's license
- Copy of vehicle insurance
- Post Placement Adoption Agreement