



## **Siena Adoption Services**

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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
- Signed Post Placement Adoption Agreement
- Signed Confidentiality Agreement
- Signed Prohibition of Corporal Punishment document
- 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, on company letterhead
- Physician Reports for each adult member of the household (who will be a caretaker)
- TB Screenings
- Pet Immunization Records
- Copy of each Adult household member Driver's license
- Driving Record for which state person holds license , if lived in another state in the past 2 years then need those records
- Copy/Proof of vehicle insurance
- Financial Statement
- Employee Verification, if applicable (one for each parent, most recent pay stub)
- Copy of the First 2 pages of the Last 3 years Income Tax Returns
- Family Emergency Plan
- Guardianship Plans or Wills statement
- Three Letters of Reference which will be requested from names listed on your application (use guidelines provided), please have them mail signed letter
- Proof of Pre-Adoption Training (Heart of the Matter)-print certificate for each person

- Sworn Disclosure Statements for each member of the family of age 18
- 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.