

Family Name:
Social Worker

**ALL AGE ADOPTIONS PLUS
 Preplacement Homestudy Paperwork Checklist**

Application Packet

<i>We will provide these documents: Sent By _____ Date _____</i>			<i>Notes</i>
Initial	Date		
		Adoption Application	
		Contract for Homestudy/Pre-placement	
		Other State Child Abuse Registries	
		Fee Schedule and Agreement	
<i>You will provide these documents:</i>			
		Local Criminal Record Check (Instructions Provided)	
		Copy of Driver's License	
		Copy of Social Security Card	
		Copy of Marriage Certificate	
		Copy of Divorce Decree or Death Certificate for all past marriages	
		Application Fee \$400 –	

Homestudy Packet

<i>We will provide these documents after your Application is accepted: Sent By _____ Date _____</i>			
Initial	Date		
		New Mexico Background Check Packet:	
		<input type="checkbox"/> NM CYFD-PS Application	
		<input type="checkbox"/> NM CYFD Abuse and Neglect Check Form	
		Out of State Abuse and Neglect Check/s (if needed)	
		Financial Statement with attachments;	
		Income Tax Return – most current - up to “gross adjusted income”	
		Verification of employment: i.e.- pay stubs, employment letter, accountant letter	
		Physical Exam Reports for everyone in the home	
		For Children in the home - Immunization Records or Waivers	
		Verification of Child/ren's school enrolment and/or AAAP School Report Form	
		Weapons Safety Agreement	
		Adoptions Self Assessments (sent by email)	
		SAFE Questionnaire I (sent by email)	
		Six SAFE References* _____ (initial as each comes in)	

*Three of the six references to be unrelated to applicants and to each other.

You will provide these documents:

		Copy of birth certificates	
		Verification of Auto Insurance	
		Verification of Medical Insurance	
		Current verification of Pet Vaccinations	
		Guardianship and Emergency Plan	
		Homestudy Fee (see Fee Agreement)	
		Additional Documentation May be Requested – esp. for International or Interstate	

Completed by AAAP or Social Worker: Date _____

		NM Court Check and/or sex registry check may be required	
		SAFE Questionnaire II (to be filled out during interview)	
		Home Safety Checklist (to be filled out during interview)	
		Well Water Check – if applicable	