



**Preplacement Assessment (Home Study) Documents**  
**(Also required for new incoming adoptive parents who need an ACH Update)**

The following documents are required in order to complete the Preplacement Assessment:

1. ACH Adoption Services Application Questionnaire (Only for incoming Waiting Families with A Child's Hope)
2. ACH Preplacement Assessment Application
3. **If you have previously adopted we will need a copy of your homestudy, any updates as well as the adoption decree**
4. Local County certified criminal background reports for all adults age 18 and older living in the home. This must be done in the county in which the adoptive family resides (These background checks are to be obtained at your local county courthouse/Clerk of Court office – please obtain these in person, do not make online requests)
5. Fingerprints / Release Letters / Certified check or money order – Please see instructions regarding submitting your fingerprints directly to the FBI.
6. Responsible Individuals Listing form (one for each adoptive parent – DSS Form 5268) Return these forms to the office with your homestudy application
7. Physician's report for each member of the adoptive family living in the home or any other persons living in the home. (Forms for adults and children are attached)
8. Copy of your most recent pay stubs or a statement from your employer verifying employment and income
9. Copy of the first two pages of your most recent Federal 1040 income tax return.
10. Three letters of reference from individuals who have known you for at least two years. (These should be given to you or sent directly to your home in a sealed envelope marked "Attn: Social Worker." Please give these unopened letters to your social worker during the interviews. **LETTERS OF REFERENCE MUST BE NOTARIZED.**

11. Certified original of your marriage certificate.
12. Photocopy of any divorce decrees.
13. Photocopies of birth certificates for adoptive parents and children in the home.
14. Photocopy of the final decree of adoption for any adopted children.
15. If you have adult children who are not living at home, the adult children will need to furnish a brief, written statement concerning their feelings about the upcoming adoption.

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***IF YOU ARE MAILING IN YOUR APPLICATION,  
PAYMENT AND ORIGINAL DOCUMENTS PLEASE  
MAKE SURE TO SEND IT WITH SOME FORM OF  
DELIVERY CONFIRMATION!***

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