



## Welcome to Heart to Heart Adoptions

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Welcome to Heart to Heart Adoptions! We are a non-profit 501(c)3 organization committed to building families and a brighter future for birthmothers and children. As a full service adoption agency, we offer all services needed by both the birth mothers and the adoptive families.

- In the process of working with birthparents and adoptive families, we hope to assure the best opportunity for the growth and development of the children.
- We provide birthmothers with housing, counseling, medical care, legal advisors, social workers, and a personable staff.
- We provide adoptive families with home studies, education on the adoption process, support and, most importantly, help them adopt the child they are looking for.

### To Get Started

- There is no application fee required.
- Review the Eligibility Requirements and Fees, as well as the Steps to Adoption on the following pages, so you are familiar with the whole process.
- Complete the **Application**, and the **Orientation Packet** and mail it or fax to:

Heart to Heart Adoptions  
9669 So 700 East  
Sandy, Utah 84070  
Fax: 801-563-9899

### **Complete or send us a current adoptive home evaluation (home study).**

- If you have a home study already, please ask the agency or individual who did the home study to fax or mail an official copy of it to us.
- If you don't have a home study already and live in Utah, one of our social workers can do it for you. Please call the Adoptive Family Support line to set that up.
- If you aren't in Utah, you will need to contact a social worker in your area to help you. For some areas we can make recommendations.
- **Along with your home study, we need copies of the following documents:**
  - Background Criminal Investigation (BCI's) checks
  - Child Abuse Checks
  - Color Copy of Drivers License Front and Back
  - Copy of Insurance Card
  - Medical Clearances for anyone in the home over age of 18.
  - Birth Certificates, Marriage License, and any Divorce Decrees if applicable
  - 3 Letters of Reference
- Review the document "Creating Your Profile" and begin putting your profile together. Once it is done, send us 3-5 copies. The profile is what we use to present you to birthmothers.
- Once all of the above documentation has been received, we will call you and let you know when you are approved and become an "Active" adoptive family. We can then begin showing you to birthmoms.
- Call the Adoptive Family Department for help in completing your application or at any time in the adoption process. That number is 801-838-8014.

*We look forward to working with you.*



## Heart to Heart Adoptions Eligibility and Fees

### ***ELIGIBILITY FOR ADOPTION***

1. Couples should be married for at least a year and have a stable marriage. Single parents are welcome.
2. Individuals should exhibit high moral standards, be emotionally stable, and have good parenting skills.
3. There is no age requirement, however, adoptive couples should be in good physical health and have a life expectancy long enough to raise their children.
4. Individuals should have sufficient income to care for their family.
5. Individuals must clear a criminal and child abuse background screening.
6. Individuals must have a favorable current adoptive home evaluation.
7. Additional items may be required by other states if you are living outside of Utah.
8. Adoptive families must have health insurance that will cover the child they hope to adopt.

### ***FEES***

- The total adoption fees for a healthy infant ranges from \$17,000 to \$30,500. Normal fees for a infant is \$30,500. We subsidize those fees in many situations. Fees for our African American Program are subsidized at \$17,000. Biracial with African American fees are around \$25,000, fees for children older than 3-4 months will also be reduced depending on the situation. We have no application fee.
- If you are in Utah and need a home study one of our social workers would be happy to do a home study for you. The cost is \$750 and due at the time of the initial visit. Sometimes we need to update a home study that comes from another agency or has expired. (Home studies are good for 1 year). The cost for an update is \$250.
- Before you are presented on any situation, the cost associated with that situation will be shared with you.
- Part of the agency fee will be due at the time you are matched with a potential birth mother. This portion is called matching fees. The remainder is due either before you travel if the placement is out of Utah or when the child is placed with you if the child is in Utah. Matching fees will include counseling, case management support, living, and travel expenses, etc needed for the birthmother. All other fees will be due at placement including the agency, advertising, legal fees, and post delivery assistance for the birthmother.
- After the placement, we require at least two to three post placement visits at \$150 per visit, plus mileage. Heart to Heart Adoptions will do all post placement visits unless you are out of state or other special arrangements are made.

The document "Steps of Adoption" will further explain the steps that will move you from the point of being interested in adoptions, to finally having your child in your arms and all legal requirements completed. We will guide you through each of those steps.

*Visit our Blog at*  
***[hearttoheartadoptions.blogspot.com](http://hearttoheartadoptions.blogspot.com)***



## Heart to Heart Adoptions Steps of Adoption

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### ***MATERIALS TO GET READY TO ADOPT***

Generally, adoptive families call and request information about our agency and the adoptive process. Our Adoptive Family team represents Heart to Heart Adoptions in answering those questions.

### ***THE ADOPTIVE HOME STUDY***

The Adoptive Pre placement Evaluation, generally called a “Home Study”, is to help prepare you for adoption and ensure that you meet agency and state requirements. If you already have a current home study, we will assure that it is in compliance with Heart to Heart standards. The study consists of one or more interviews as well as written information provided by you and others. Ask your worker questions anytime during the study process. The written material includes medical background, marriage information about your family, parenting styles, and finances. Reference letters will also be requested from 3 references, including 1 related and 2 non-related references. We accept completed adoptive home studies from other sources that adhere to similar professional adoption standards as Heart To Heart Adoptions. In addition, if we complete an adoptive home study for you, we are happy to forward it on to other adoption agencies with which you may be working.

### ***APPROVAL***

After we have reviewed the home study, your adoptive profile, and the application packet materials, we will notify you of your approval for placement. After approval, we ask you to maintain contact with the agency until you are matched with a birthmother. This contact can include participation in our adoption education and support group meetings, visits to the agency, written correspondence, and telephone calls to our adoptive family team. We also ask that you update your Home Study annually and inform the agency of any changes in your circumstances such as moving or additions to your family.

### ***MATCH***

Although we will do all we can to place a child with your family, we cannot guarantee placement. Many factors influence the selection process including the number of approved applicants, the number of children available for adoption, the birth parents and your preferences. However, we will present your profile as often as we can to birthparents that match your criteria. Obviously the broader your criteria the more often you will be presented. We will ask permission and let you know each time we present your profile. Once your profile is selected by a birthmother, we generally arrange for a conference call between you and the birthparents. If you both are pleased with each other, we consider you matched. When you are matched you begin to share the financial responsibility for the birthmother with the agency. At that time you will work with our financial department to fully understand all financial obligations associated with that situation. We generally charge half the overall fee at match.

### ***PLACEMENT OF A CHILD***

The placement of your child generally occurs 24 hours after the child is born unless born in a state with different laws. Depending on your desires and the wishes of the birthparents, you may be there for the delivery of the child and support the birthparents. Final payment of all fees is due at the time of placement.

### ***FOLLOWING THE PLACEMENT***

- **Supervisory Visits:** There is a supervisory period of generally six months before finalization is allowed. You will visit with a representative on two or three occasions to help ensure you and your child are adjusting to each other and to confirm the success of the placement. Additional visits may be scheduled as needed.
- **Birthfather:** Unless the birthfather gives consent for the adoption at the same time the birthmother does, the adoption is considered a “Legal Risk Adoption.” Consequently, it will become necessary to determine and then terminate his rights in accordance with the laws of any states involved with the adoption.
- **Insurance:** Notify your health insurance company of your new addition. Many companies will reimburse some expenses. Also check with your employer regarding additional benefits. Also be sure to take advantage of all tax breaks.

### ***FINALIZATION OF THE ADOPTION***

This is an exciting time and can take place after a successful supervisory period generally of 6 months in Utah, other states will vary. You are responsible for any legal fees associated with finalization. You are free to select independent counsel for all necessary adoption proceedings. In some areas we can make recommendations. Also, talk to your worker about getting an amended birth certificate, which will list you as parents and include your child's name as shown on the adoption decree.

*Visit our Blog at*  
***[hearttoheartadoptions.blogspot.com](http://hearttoheartadoptions.blogspot.com)***



ADOPTIVE PARENTS
APPLICATION FOR SERVICES

AF 3a

Please complete the following questionnaire as thoroughly as possible. All information that you give us will be kept completely confidential. If you should require additional space, please attach separate pages as needed. Once completed, please mail it to 9669 South 700 East, Sandy, Utah 84070.

APPLICATION DATE

Application Date: \_\_\_\_\_

REFERRAL INFORMATION

How did you learn about Heart to Heart Adoptions: Referred by: \_\_\_\_\_
Phone book: \_\_\_\_\_ Internet: \_\_\_\_\_ Other: \_\_\_\_\_

IDENTIFICATION

Please Provide Your Full Names

Husband: \_\_\_\_\_

Wife: \_\_\_\_\_ Maiden: \_\_\_\_\_

Home Address: \_\_\_\_\_
Street

City State Zip Code Country
Home Telephone: ( )

Work Telephone: Husband: ( ) Wife: ( )

Cell Phone: Husband: ( ) Wife: ( )

Email addresses: \_\_\_\_\_ Fax #: \_\_\_\_\_

Emergency Contact & Telephone \_\_\_\_\_

Social Security Numbers: Husband: \_\_\_\_\_ Wife: \_\_\_\_\_

EDUCATION

Husband: Highest Level Attained: \_\_\_\_\_ Field of Study: \_\_\_\_\_

Name of School(s): \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Wife: Highest Level Attained: \_\_\_\_\_ Field of Study: \_\_\_\_\_

Name of School(s): \_\_\_\_\_ Year Graduated: \_\_\_\_\_

MARITAL STATUS

Date & Place of Marriage: \_\_\_\_\_

Please describe your relationship with one another? \_\_\_\_\_

Other Marriages (if applicable):

Husband's: \_\_\_\_\_ Wife's: \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Husband's Occupation:** \_\_\_\_\_

Name of Present Employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Address of Present Employer: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Military Service: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

**Wife's Occupation:** \_\_\_\_\_

Name of Present Employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Address of Present Employer: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Military Service: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

**GENERAL DESCRIPTIONS**

**Husband:**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_ Do you actively participate? \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

**Wife:**

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_ Do you actively participate? \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

**CHILDREN**

Please list all the children in your family.

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ Adopted: Y N Race: \_\_\_\_\_ Currently live with you: Y N

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ Adopted: Y N Race: \_\_\_\_\_ Currently live with you: Y N

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ Adopted: Y N Race: \_\_\_\_\_ Currently live with you: Y N

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ Adopted: Y N Race: \_\_\_\_\_ Currently live with you: Y N

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ Adopted: Y N Race: \_\_\_\_\_ Currently live with you: Y N

Please list any children who have died: \_\_\_\_\_

List any physical or mental disabilities: \_\_\_\_\_

**REFERENCES**

**(One relative and two non relatives)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Known How Long: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

**FINANCIAL SUMMARY**

**Average Annual Net Income (All Sources):** Husband: \_\_\_\_\_ Wife: \_\_\_\_\_ Total: \_\_\_\_\_  
 Family Savings and Securities: \_\_\_\_\_  
 Family Debt: (Excluding Real Estate) \_\_\_\_\_  
 Home Equity: \_\_\_\_\_ Total: \_\_\_\_\_  
 Home Debt: \_\_\_\_\_ Total: \_\_\_\_\_  
**Family Total Net Worth:** Total: \_\_\_\_\_  
**Life Insurance:** Husband: \_\_\_\_\_ Wife: \_\_\_\_\_ Total: \_\_\_\_\_  
**Health Insurance Provider & Policy #** \_\_\_\_\_

**Adoption Finances:** The overall fees range from \$17,000 to \$30,500 not including possible legal or medical expenses.

List the budget you have for your adoption. \$ \_\_\_\_\_ (Do not include your travel expenses.)  
 Do you have the finances to adopt on short notice or will you need time to prepare financially? \_\_\_\_\_

**CONCERNING THE ADOPTION**

Gender preference (Choose one): \_\_\_\_\_ Either \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

What is your racial preference (Choose one): \_\_\_\_\_ Full Caucasian (CC)  
 \_\_\_\_\_ Any biracial excluding African American  
 (i.e. CC/Asian; CC/Hispanic; Hisp/Asian; Native American/CC)  
 \_\_\_\_\_ African American- Full AA and biracial with AA  
 \_\_\_\_\_ Any race or racial mix

Would you accept a child who is disabled? Mentally: Mild \_\_\_ Moderate \_\_\_ Severe \_\_\_ It Will Depend \_\_\_

Physically: Mild \_\_\_ Moderate \_\_\_ Severe \_\_\_ It Will Depend \_\_\_

Would you accept a child who is: Drug Exposed: Mild \_\_\_ Moderate \_\_\_ Severe \_\_\_ It Will Depend \_\_\_

Alcohol Exposed: Mild \_\_\_ Moderate \_\_\_ Severe \_\_\_ It Will Depend \_\_\_

Birth mom smokes: Mild \_\_\_ Moderate \_\_\_ Severe \_\_\_ It Will Depend \_\_\_

What age would you prefer or be open to? Newborn \_\_\_\_\_ < 1 year \_\_\_\_\_ 1 year? \_\_\_\_\_

2 years \_\_\_\_\_ 3-5 years \_\_\_\_\_ > 5 years \_\_\_\_\_

Would you accept: Twins? \_\_\_\_\_ Multiple Children from the same family? \_\_\_\_\_

Please describe briefly your reasons for wanting to adopt: \_\_\_\_\_

**Contact with Birthparents**

Type of Contact	Before Delivery:		After Placement:		Explanation:
Meet with birth parents?	Yes	No	Yes	No	_____
Exchange pictures and letters	Yes	No	Yes	No	_____
Phone calls with Birth parents?	Yes	No	Yes	No	_____
Set up an email to communicate?	Yes	No	Yes	No	_____
Face to face visits?	Yes	No	Yes	No	_____
Be in the delivery room?	Yes	No			_____

**AFFIRMATION AND SIGNATURES**

*We affirm that, to the best of our knowledge and recollection, the above information is complete, true and correct.*

\_\_\_\_\_  
 Husband's Name (Please Print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Wife's Name (Please Print)

\_\_\_\_\_  
 Signature



**Description of Couple**

<u>Husband</u>		<u>Wife</u>
Birth Year		
Racial/ethnic background		
Education/ Degree		
Occupation		
Interests/ Hobbies		
Personality		
Health		
Early family background		
Religious/Spiritual Info		
Community Activity		
Describe Marital Relationship		
Plans for Child Care		
Parenting Philosophy/ Values and Goals		
Present/Future Child Care		
Area of Country Reside In. Where family will be raised.		
Lifestyle/Extended Family Involvement		
How much contact do you want to have with Birth Parents		

**Description of Children Already in Family**

<b>Child 1</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Biological <input type="checkbox"/> Adopted	<b>Child 2</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Biological <input type="checkbox"/> Adopted
Birth year	Racial and ethnic background	Birth year	Racial and ethnic background
Hair Color	Eye Color	Complexion	Hair Color
			Eye Color
			Complexion
<b>Child 3</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Biological <input type="checkbox"/> Adopted	<b>Child 4</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Biological <input type="checkbox"/> Adopted
Birth year	Racial and ethnic background	Birth year	Racial and ethnic background
Hair Color	Eye Color	Complexion	Hair Color
			Eye Color
			Complexion
<b>Child 5</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Biological <input type="checkbox"/> Adopted	<b>Child 6</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Biological <input type="checkbox"/> Adopted
Birth year	Racial and ethnic background	Birth year	Racial and ethnic background
Hair Color	Eye Color	Complexion	Hair Color
			Eye Color
			Complexion

Other Children: \_\_\_\_\_



**Adoptive Family  
Release of Information**

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**AUTHORIZATION FOR RELEASE OF INFORMATION**

We do hereby give permission to:

**HEART TO HEART ADOPTIONS, INC.  
9669 South 700 East  
Sandy, Utah 84070  
Phone: 801-563-1000  
Fax: 801-563-9899**

To complete an Adoptive Home Study or obtain our Adoptive Home Study from another source.

Our Home Study was done by: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact: \_\_\_\_\_

We give our permission to release the findings of this study, including opinions, medical histories, backgrounds, assessments and other data to other agencies or individuals that are working directly with Heart to Heart Adoptions in an effort to locate and procure a child or children in our behalf.

We also agree that Heart to Heart Adoptions may release information relating to our adoption to the Utah Department of Human Services/Division of Family Services or its counterpart in other states in the case of an interstate compact placement. They may also give adoption related information to the courts of the State of Utah if the adoption is contested and at the time of finalization.

We understand that Heart to Heart Adoptions must release information concerning us to potential birthparents that are interested in us. We give permission to release identifying information.

Yes \_\_\_\_\_ No \_\_\_\_\_ Only after consulting with us \_\_\_\_\_

We understand that Heart to Heart Adoptions must involve witnesses or a notary public at the time of placement. We agree that we may be introduced and those individuals may view any legal forms which we sign.

We also give permission to Heart to Heart Adoptions to share information about us and our adoption with the nursing staff, billing office and others in the medical community that have a need to know.

We release Heart to Heart Adoptions from any liability, damages, actions or suits arising from the release or exchange of the information given in the Home Study or related to an adoption done through Heart to Heart Adoptions.

This Authorization shall remain valid for two years from this date.

Date: \_\_\_\_\_

\_\_\_\_\_  
Husband's Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Wife's Name (Please Print)

\_\_\_\_\_  
Signature



## CREATING YOUR ADOPTIVE PROFILE

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### PROFILE

Your profile is extremely important. Typically, a birth mother will be forming her initial impressions of you from your profile. You will therefore, want to present yourselves well. While the creation of a profile does take effort; the time, care and concern that you invest in the preparation of the profile will come across to a birth mother. Birth mothers have related to us that profiles that are concise, well thought-out, organized, and lovely convey to them the sincerity and deep desire of a couple who wishes to adopt.

### SUGGESTIONS

- **Prepare your profiles together and talk about one another.**
- **Address your profile, "Dear Birth Mother:"**
- **Don't date your profile.**
- **Express gratitude for what the birthparents are giving up.**
- **Talk about why you wish to adopt and what it means to you.**
- **Describe your desires to be parents in many different ways.**
- **Talk openly about your feelings, your home, neighborhood, and pets. This will make it come alive for the birth mother.**
- **Talk briefly about your educational background and your wishes for this child's education. The birth mother needs to know your views on education, as education is very often of major importance to the birth mother.**
- **Talk briefly about your hobbies, interests and celebrations.**
- **Describe your families, extended families, and friends, and their support of your decision to adopt.**
- **If you have been married or together for a long time, mention that fact. Stability is important to birth mothers.**
- **More pictures, less words are a good guideline.**

Your choice of paper and print is also important. Please type or have the profile printed in a clear print. Cursive writing, unless done by computer, is harder to read. Attractive colored or decorative paper which is heavier than regular Xerox paper can be used so that the page will not crumple easily. Many birth mothers treasure these profiles and save them over a lifetime, as they are the only tangible reminder of the adoptive couple to whom she has entrusted her child.

Decorative borders, computer artwork or stickers can enhance your profile. Many printers have color copiers and you can reproduce photos and designs easily, rather than mass-duplicating your photos. Be creative! Sometimes using a theme can make your profile stand out.

Please include a clear, close-up picture of you. If you have other children, include them in the picture. If you have a pet that is an integral part of your life, you should also include pictures of that pet. Wearing casual clothing is sometimes preferable, as it helps the birth mother to relate and feel comfortable about you.

Intersperse additional pictures throughout the profile. You may want to include pictures of your home, area parks, the local school, friends and relatives, and special activities that you enjoy (i.e. Vacations, camping trips, trips to the beach, etc.) It looks nice to put captions or notes on each picture to help explain the photos. Any personal touch or creativity helps.

### NEED MORE HELP

If you want someone to help you create your profile you may find help on the following site <http://adoptionprofileservices.com/> or email [Info@AdoptionProfileServices.com](mailto:Info@AdoptionProfileServices.com)

# How to Create Your Adoptive Family Profile

**A family profile** is a collection of photos and information about you and your family. It should include a personal letter to the birthmother/parent(s). It is one of the most important parts of the adoption process. The profile is the document that a birthmother/parent(s) will view to help her choose a family.

## **Birthmother Letter**

Should include but not limited to the following:

- Positive feelings about adoption.
- Understanding of gratitude related to decision the birthmother/parent(s) is making.
- Understanding of how difficult this may be for birthmother/parent(s).
- Information about the adoptive father, adoptive mother, your family.
  - What you like you like to do.
  - How the child will be included.
  - Family values/belief system.
- Concluding promise, commitment, statement of the love for birthmother/parent(s) and child.

Designing your family profile can be an exciting project. It gives you the opportunity to collect pictures of you and your family, extended family, your house and neighborhood. It gives you the chance to describe who you are, sharing how you met, job descriptions, education, personalities, traditions, hobbies and activities.

## **Building Your Family Profile**

- Create a family summary which contains basic information about your family, including hobbies, interests, education, your job, traditions and personalities.
- If you are struggling to find words that describe your personality, ask your spouse or a close family member or friend to describe who you are.
- It is best not to identify your last name. Use first names only.
- Include close up pictures of you and your spouse. You should be able to see faces and expressions. Use pictures showing affection, fun and family. If you have other children please do the same for them. Use recent photographs.
- Describe and include a picture of your house and neighborhood. If you can, try to take pictures of your house in the spring or summer time. **Do not** identify your address or phone number(s). Should you choose to have an open adoption there will be a time to discuss this information.
- Use various backgrounds and settings for your pictures. Show pictures of vacations, holidays, and activities, this way the birthmother can picture how her child will grow up.
- Include a paragraph describing your extended families and include related pictures. (Optional)
- Do not include pictures where you are drinking and smoking.
- We ask that your profile be bound. Please no loose pages.
- Please send in 3 – 5 copies of your profile.

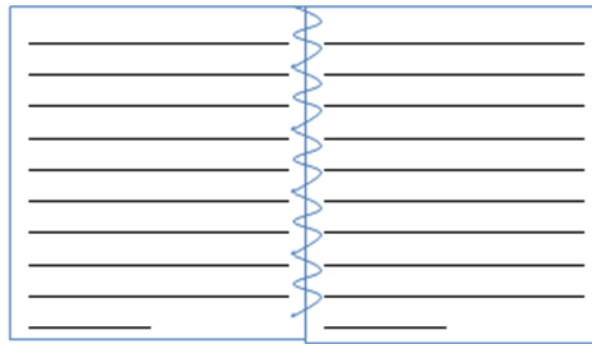
**Take your time creating your family profile. This is the way a birthmother/parent(s) and hopeful adoptive families find each other and start a relationship.**

## **Adoptive Family Profile Example**

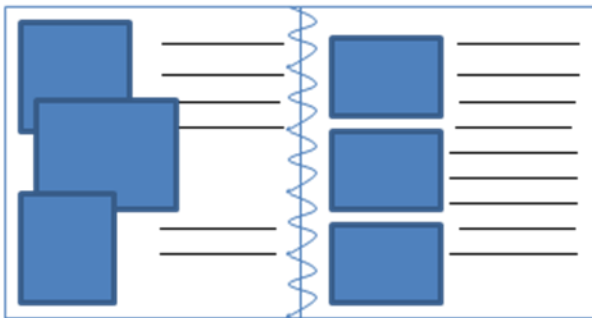
These are a few ideas of how you can create your profile. There is no right or wrong way to put your profile together. Some profile pages can be categorized with pictures and journaling. And others may implement their pictures throughout their birthmother/parent letter. Below is a diagram that may help you visualize how your profile may look.



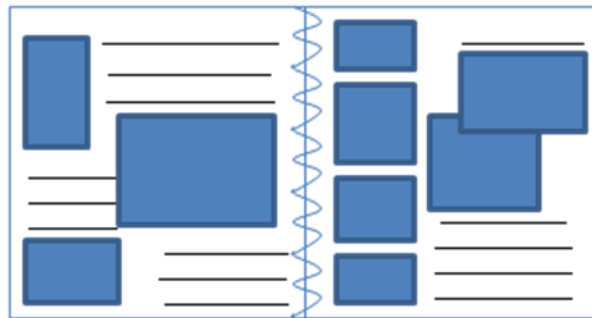
Cover Page



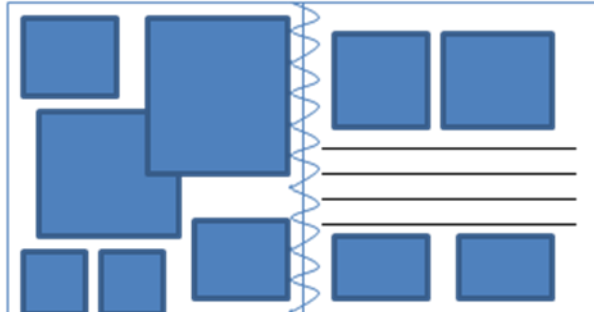
Birthmother letter 1-2 pages



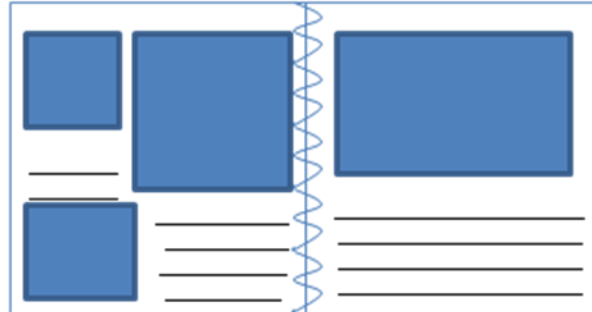
Adoptive Father



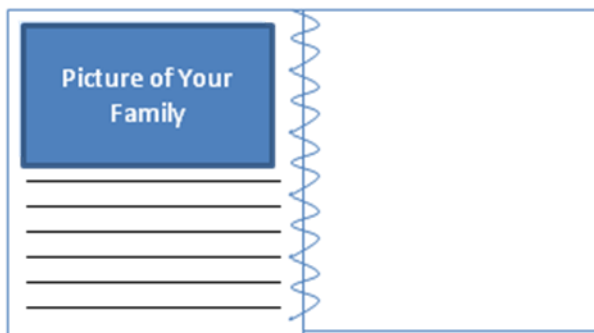
Adoptive Mother



Family Photographs- 2-3 pages



Your Home & Neighborhood



Family Picture With  
Concluding Words



# Summary of the Process

## Application Process

1. Complete the **Application**, and the **Orientation Packet** and mail or scan it to us (We prefer you don't fax the application as it is very difficult to read.).
2. Complete or send us a **current adoptive home evaluation (home study)**. Along with the following.
  - Background Criminal Investigation (BCI's) checks for anyone in the home over 18.
  - Child and Adult Abuse Checks for anyone in the home over 18.
  - Color Copy of Drivers License Front and Back
  - Copy of Medical Insurance Card
  - Medical Clearances for everyone in the home.
  - Birth Certificates for Adoptive parents (and children if available)
  - Marriage License, and any Divorce Decrees if applicable
  - 3 Letters of Reference
3. Create Your Profile and send us 3-5 copies.

## Approval Process

We start the approval process once we receive all your documents. It generally takes 2-3 weeks.

1. Phone Call - Once we have reviewed your home study and application, we will call to interview you and discuss any of the concerns or questions you have for us or we have for you.
2. Letter - We will then send you a letter to let you know if you are approved with our agency.

## Matching Process

This is a difficult time because you seem to just be waiting without a great deal of control. Please be patient. Remember that we have a list of other families that we are trying to match.

Some of the following are things we consider when we match:

- Birth mother preferences- This is very important- (Because of these preferences, families that have many children, are comprised of a single mom, or are older may wait longer)
- Characteristics about you that may match with the birth mother's situation.
- Your budget- (Most situations require legal and medical fees in addition to agency fees)
- Your openness to a variety of situations. (For example- if you want a girl it takes longer.)
- What state you are from. This is due to different state regulations.
- How long you have been active with us. We try to consider longevity when we match.
- If you have had a failed adoption with us. These cases take top priority.
- Your expressed interest in the situation. (Please be aware that in many situations, we are not able to show all families that express an interest.)

We appreciate your patience as we work through this process with you.