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CHECK LIST

- ☐ Call 316-371-7226 for an informational phone consultation.
- ☐ Complete the Home Study Application - Sent via email.
- ☐ Return the application with the \$200 non-refundable processing fee, which is applied to the total cost (PayPal is accepted).
- ☐ Required Documents
 - Provide the email addresses of three personal non-relative references.
 - Proof of Pet Vaccinations
 - Birth certificates for everyone in the household
 - Financial info – Most recent copy of 1st page of 1040
- ☐ Check with your agency or attorney regarding the type of criminal background check they require.
Choose the one your attorney or agency recommends:
 - [Certified Kansas Bureau of Investigation \(KBI\)](#) background check for each adult living in your home.
 - [Fieldprint Background Check](#) for each adult living in your home.
- ☐ Follow the link to complete your [Child Abuse and Neglect \(CANIS\)](#) background check for each adult in your home.
- ☐ Follow the link to obtain a health assessment form for each person in your home and have these completed by your physician.
[Health Form 16 & older](#)
[Health Form 15 & younger](#)
- ☐ Once the Home Study Application is received the home study interview will be scheduled.
- ☐ All accompanying documents (KBI, CANIS, health assessment, and references) must be obtained prior to interview date. These forms are required to finalize the study.