



Family Foster Home Licensing Initial Application Checklist

The following information is required prior to licensure and is encouraged to be completed as outlined below in order to ensure the foster home licensing process is timely. Please review and complete the attached documents, and collect and complete the additional documents for your licensing worker. The below documents are required by the Department of Child Safety, Office of Licensing and Regulation. Your specific licensing agency might require additional documentation. If you have any questions, ask your licensing worker.

Completed Prior to Training

Applicant 1 Applicant 2

<u> </u>	<u> </u>	Applicant Statement of Understanding
<u> </u>	<u> </u>	Initial Application Worksheet
<u> </u>	<u> </u>	Level 1 Fingerprint Clearance Card
<u> </u>	<u> </u>	Criminal History Declaration Self-Disclosure Affidavit
<u> </u>	<u> </u>	Interstate of Central Registry Release of Information (aka, Adam Walsh Form) and state-specific form is required if you have lived in out of state within last 5 years (<i>please request from your licensing worker</i>).

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<u> </u>	<u> </u>	Health Self- Disclosure/ Physician Statement If there are medical concerns identified, an Authority to Release Information form may be required to gather additional information.
<u> </u>	<u> </u>	Family Assessment Guide

Supporting Documents

Please Note: many of these supporting documents are difficult to obtain; therefore you are encouraged to begin collecting and completing them for your licensing worker at the beginning of the family foster home licensing process.

1. Immunization records for all children in the home
2. Current Car Insurance
3. Current Car Registration
4. Driver's License (*front and back per applicant and any other identified driver*): If there are more household members than seat belts or if the family uses public transportation, then a **transportation plan** must be provided.
5. Evacuation Plan (*found in the Life Safety Inspection booklet*): Must also be displayed in the home.
6. Income Verification: *includes paystubs, W2, unemployment, pension, child support, adoption subsidy, state and federal entitlement letter.*
7. Marriage license
8. Divorce decree
9. Birth certificates (*If non-US birth certificate then, proof of legal residency is required*)

If Applicable

1. Copy of military discharge
2. Copy of bankruptcy discharge
3. Child support verification
4. Copy of current rabies vaccination documentation for dogs
5. CPR/First Aid