



## DEPARTMENT OF ADOPTION & FAMILY SUPPORTIVE SERVICES

### DOCUMENTS REQUIRED AT TIME OF ADOPTIVE PARENT(S) INTERVIEW

1. A fingerprint receipt from OACCA vendor, Accurate Biometrics. You will receive this receipt once you are fingerprinted. Note: All adults residing in the adoptive parent(s) home (age 18 and over) must be fingerprinted.

#### **Fingerprint Procedure:**

Visit [www.accuratebiometrics.com](http://www.accuratebiometrics.com) to locate the Accurate Biometrics Fingerprint Site closest to you. OACCA will provide you with a fingerprinting form to take to the site. OACCA has a reduced governmental agency fee with Accurate Biometrics of \$55.00 total per person for both State and FBI fingerprint background checks. When visiting the fingerprinting site please ensure you have the fingerprinting form, a government issued photo ID (driver's license, state ID or passport) and the \$55.00 payment (credit/debit card, money order or company check).

2. A receipt from the Cook County Department of Revenue that indicates the \$150, non-refundable Intake Interview fee has been paid. The fee may be paid in person at 118 N. Clark St., Room 1160 Chicago, IL 60602 or online at <https://paymentsolutions.lexisnexis.com/pc/il/co/cook/revenue/childadvocacy> (Unless Adoptive Parent(s) is on Public Aid or SSI).
3. Marriage certificate and/or Divorce Decree. If child support was required as a part of the decree for another dependent; evidence of current child support payment is needed. If the adoptive parent is married but separated, "An Affidavit of Married but Separated Person" is required.
4. A copy of the past three years' IRS Tax Returns, for 1040, first page only.
5. Three personal reference letters from anyone that is **not related** to the adoptive parent(s) describing adoptive parent(s) relationship/interaction with Adoptee.
6. A letter from current employer(s) giving position, length of employment and salary. If self-employed, two business references are needed (on company stationery).
7. If adoptive child is already placed in the home, birth certificate and recent doctor's statement on the child.
8. If adoptive parent(s) are guardian(s) for the child, guardianship papers must be provided.
9. Physician/Pediatrician statements on all parties residing in the adoptive parent(s) home.
10. School Reports for all school-aged children residing in the adoptive parent(s) home.
11. Veterinarian Reports for all pets residing in the adoptive parent(s) home.
12. CANTS Form on all individuals 13 years or older residing in the adoptive parent(s) home.
13. Proof of Finances. All debts; All Financial Assets (i.e., Bank Statements, IRA's; Current lease; Copy of Mortgage Statement; Copy of Car Note; Copy of Car and Home Insurance Card; Life Insurance; Etc.). Complete the Monthly Household Budget Worksheet.

**NOTE:** All documents (i.e., birth certificate, marriage certificate, etc.), must be in English. If the documents are in another language, the documents must be **translated and notarized.**