

APPLICATION FOR COLOMBIA ADOPTION

Family Last Name: _____
(If different or hyphenated last name, list both: Wife/Husband)

- ♥ Please print clearly, initial & sign in ink
- ♥ Use additional paper if necessary
- ♥ Please do not leave any fields blank
- ♥ Use N/A or None as applicable

The information you provide in this application is very important in determining your qualifications as an adoptive family. All information provided will remain confidential and will be used only by CCAI personnel and your social worker to assist you in the adoption process. This application will not go to Colombia. Please do not omit items (i.e. number of divorces, arrest records, medical information and therapeutic issues). Failure to provide accurate and complete information may prevent CCAI from processing your application and may result in the closure of your file. CCAI reserves the right to perform its own confidential investigation pertaining to the information provided by you should CCAI deem it necessary.

CCAI ♥ 6920 S. Holly Circle ♥ Centennial, CO 80112-1018 ♥ USA

♥ Phone: 303-850-9998 ♥ Fax: 303-850-9997 ♥ Email: colombia@ccaifamily.org ♥ Website: www.ccaifamily.org ♥

GENERAL INFORMATION

(Please do not leave any blanks)

WIFE/SELF

HUSBAND/SELF

FULL LEGAL NAME _____

NAME YOU GO BY _____

SOCIAL SECURITY NUMBER _____

BIRTHPLACE (City/State/Country) _____

DATE OF BIRTH/AGE

DOB _____ AGE _____

DOB _____ AGE _____

COUNTRY OF CITIZENSHIP* _____

ETHNICITY _____

EDUCATION _____

OCCUPATION _____

PRIMARY EMPLOYER _____

HOBBIES/TALENTS _____

RELIGION _____

*Non-US citizens must submit a copy of their valid green card and current passport. Naturalized citizens must submit a copy of their Certificate of Citizenship or Certificate of Naturalization.

HOME ADDRESS: _____

STREET ADDRESS

CITY

COUNTY

STATE

ZIP CODE

MAILING ADDRESS: _____

(_____) _____

PRIMARY PHONE

WIFE E-MAIL

HUSBAND E-MAIL

(Please star PRIMARY Email)

(_____) _____

WIFE CELL

(_____) _____

WIFE WORK

(_____) _____

HUSBAND CELL

(_____) _____

HUSBAND WORK

Do we have your permission to contact you at work?

Wife: **Yes / No**

Husband: **Yes / No**

DATE OF CURRENT MARRIAGE: _____ CITY/STATE/COUNTRY: _____

If current date of marriage is less than 3 years, # of years lived together prior to marriage _____ WIFE'S MAIDEN NAME: _____

HAVE EITHER OF YOU BEEN PREVIOUSLY MARRIED? Wife: **Yes / No** Husband: **Yes / No**

If previously married, please list how the marriage ended (i.e. annulment, divorce, death), date and previous spouse's name(s).

	How Ended	Date	Previous Spouse's Name
Wife/Self	_____	_____	_____
Husband/Self	_____	_____	_____

CHILDREN: Please list all children – born to or adopted by applicants. (If you do not have any children, please put "N/A")

Name	Age	Gender	Date of Birth	Birth/Adopted*	Ethnicity	Current Location/Custody
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*Please note group number for families who have previously adopted through CCAI.

OTHERS IN HOUSEHOLD (incl. anyone living in home, living on property, OR working in the home on a regular basis) Yes _____ No _____

Name	Gender	Date of Birth / Age	Relationship
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____

ARREST HISTORY

HAVE YOU **EVER** BEEN ARRESTED, cited, charged, indicted, convicted, fined, imprisoned or detained for breaking or violating **ANY** law or ordinance, at **ANY** age? (Even if it was expunged, dismissed, dropped, charged in another state, or as a minor.) Please be aware that failure to disclose ANY arrest history, even if acquitted, not convicted, sealed, not fingerprinted, or not jailed will result in immediate closure of your adoption file.

WIFE/SELF: YES / NO DATE: _____ REASON: _____ OUTCOME: _____ Yes No

HUSBAND/SELF: YES / NO DATE: _____ REASON: _____ OUTCOME: _____ Yes No

If **YES**, please include the following with your application: 1) a detailed explanation of the arrest, written by you and 2) (if available) a photocopy* of the disposition report obtained from the court in the jurisdiction **in which your arrest occurred**.

*NOTE: Request one certified dispositional report from the related court for each incident listed above; submit a photocopy with this application and keep the original for your USCIS filing.

HEALTH INFORMATION

	Height	Weight	Eye Color	Hair Color
Wife/Self	_____	_____	_____	_____
Husband/Self	_____	_____	_____	_____

HAVE YOU EVER HAD (W=Wife, H=Husband):

	NO	YES	DATE/EXPLAIN		NO	YES	DATE/EXPLAIN
Tuberculosis	_____	_____	_____	Cancer/Tumor	_____	_____	_____
Heart Disease	_____	_____	_____	Liver Disease	_____	_____	_____
Sexual Disease	_____	_____	_____	Kidney Disease	_____	_____	_____
Mental Illness	_____	_____	_____	Nervous Disorder	_____	_____	_____
Lupus	_____	_____	_____	Seizure Disorder/Epilepsy	_____	_____	_____
Procedures (1)	_____	_____	_____	Genetic Disease	_____	_____	_____
Operations (1)	_____	_____	_____	Counseling or Therapy	_____	_____	_____
Illness/ Injury Requiring Hospitalization	_____	_____	_____	Alcohol Abuse	_____	_____	_____
				Drug Use/Experimentation	_____	_____	_____
				Any Physical Impairment (e.g. blindness, deafness, paralysis, missing limbs, etc)	_____	_____	_____

	NO	YES	DATE/EXPLAIN
❖ Have you ever been a victim of child or sexual abuse, or domestic violence?	_____	_____	_____
❖ Have you ever tested positive for HIV and/or Hepatitis B?	_____	_____	_____
❖ Are you currently taking any medications? (1)	_____	_____	_____

If “YES” is checked in any category above, please attach a copy of your doctor’s letter to this application. A separate letter is required for each applicant. Each letter should state in layman’s terms: a simple description of the medical issue, onset, treatment, outcome (recovered, “controlled with medication,” etc.) and recommendation for adoption (e.g., “This person is in good physical and mental condition necessary to provide responsible care for an adopted child”). Your current MD or DO can complete each letter. It does not need to be completed by the physician who treated the medical issue. Please see the footnotes below.

(1) We **do not need** a doctor’s letter for the following operations, medical issues, or their related medications: tonsillectomy, appendectomy, minor joint surgery, laser eye surgery, dental surgery, fertility-related issues, C-section, hyper/hypo-thyroidism, cholecystectomy, high cholesterol, cosmetic surgeries and allergies.

Is infertility one of your reasons for pursuing adoption? Yes/No **Are you pregnant or could be pregnant? Yes/No**

HEALTH INSURANCE

HEALTH INSURANCE PROVIDER: _____

Will they cover an adopted child? _____ Will they cover a child with a pre-existing condition? _____

CCAI recommends that adoptive families research their health insurance terms/limits to avoid delays in coverage. We also encourage you to begin thinking about guardianship for your adopted Colombian child. All families will be asked to provide this information during the adoption process.

EXTENDED FAMILY – Use additional paper if necessary. Please list all immediate family members (living or deceased).

If we are unable to reach you (e.g., on match day or for post adoption) do we have permission to contact members of your extended family? Please indicate “Yes” or “No” below.

WIFE/SELF

	Name	Age	City/State	Occupation	Phone Number	Y/N
Father:	_____	_____	_____	_____	(____) _____	_____
Mother:	_____	_____	_____	_____	(____) _____	_____
Sibling:	_____	_____	_____	_____	(____) _____	_____
Sibling:	_____	_____	_____	_____	(____) _____	_____

HUSBAND/SELF

	Name	Age	City/State	Occupation	Phone Number	Y/N
Father:	_____	_____	_____	_____	(____) _____	_____
Mother:	_____	_____	_____	_____	(____) _____	_____
Sibling:	_____	_____	_____	_____	(____) _____	_____
Sibling:	_____	_____	_____	_____	(____) _____	_____

EMPLOYER : CCAI will **NOT** contact your employer; however, we still need complete information in this application.

	WIFE/SELF	HUSBAND/SELF
Company Name	_____	_____
Supervisor	_____	_____
Street Address	_____	_____
City/State/ZIP	_____	_____
Phone	_____	_____

REFERENCES (Please print clearly)

Please list three personal references (must be non-family members)

	Name	E-mail Address	Mailing Address	Phone Number
1.	_____	_____	_____	(____) _____
2.	_____	_____	_____	(____) _____
3.	_____	_____	_____	(____) _____

ADOPTION

WHY DO YOU WISH TO ADOPT A CHILD FROM COLOMBIA? _____

Why have you chosen CCAI for this adoption? _____

CHILD or CHILDREN PREFERRED:

Female Male Either

I/We are interested in adopting:

- One child
 More than one child (a sibling group of up to _____ children)

I/We are open to the following medical conditions (if known): _____

Age Range At the Time of Referral: _____ to _____ years

FAMILY ASSESSMENT

YES NO

- ┆ Are you presently pursuing adoption possibilities through another agency? Agency name: _____
┆ Have you ever had a home study completed? Date: _____ Agency name: _____
┆ Have you ever been denied for the placement of a child?
┆ Do you currently (or plan to) use any form of corporal/physical punishment (including spanking) on your biological or adopted child(ren)?
┆ Have you ever been denied for the placement of a child?
┆ Have you ever disrupted/dissolved or relinquished a child?
┆ Has a child ever been removed from your home?
┆ Have you ever been investigated for and/or charged with child abuse, sexual abuse or domestic violence? If
you answered "YES" to any of the above, please provide a detailed explanation. **Letter Attached?** _____

ADOPTION(S) Through Another Agency

YES NO

- ┆ Have you ever completed an adoption through another agency? Agency name: _____
┆ Have you ever applied and had your application denied for any adoption program? Agency name: _____
┆ Have you ever refused a child referral?
┆ Do you currently have a complete dossier in Colombia through another agency? Agency name: _____

If you answered "YES" to any of the above, please provide a detailed explanation. Letter Attached

Please share with us some details about your previous adoption(s), if any:

Date of adoption finalization: _____ Age of child at time of referral: _____ Health status: _____ Domestic _____: Name of Country _____
Date of adoption finalization: _____ Age of child at time of referral: _____ Health status: _____ Domestic _____: Name of Country _____

Your home study will be completed by a CCAI social worker who will be assigned to your family.

IMPORTANT ADOPTION INFORMATION

There are certain risks involved in international adoption. While CCAI will provide you with all available information about the prospective adoptive child and assist you with the entire adoption process, some unpredictable problems and/or events which are beyond CCAI's control may nevertheless occur. These unpredictable problems and/or events include, but are not limited to: adoption requirements or policies promulgated by the Colombian or United States governments, and/or changes in international relations between Colombia and the United States.

In addition, a child may be placed with you with physical and/or emotional problems, minor or major, that have remained partially or totally undiagnosed and which were previously unknown to CCAI.

SIGNATURES

We attest that the information we have provided in this application is true, complete and accurate to the best of our knowledge, and we understand that any and all responses are subject to verification. We have read and understand the information regarding CCAI and the risks involved in international adoption. We understand that the approval of our application does not guarantee the placement of a child. We understand that CCAI reserves the right to close our file at any time if we fail to disclose requested information fully and accurately.

We understand that by signing this application we agree to notify CCAI immediately upon any changes in our personal or family situation including job change, change of address, separation, arrest, divorce, pregnancy, placement of foster or adopted child(ren), significant changes in physical or mental health status, significant changes in financial status or any other significant event at any time during the adoption process. We understand that CCAI reserves the right to close our file should any of these changes disqualify us for a Colombian adoption.

Any applicant who knowingly and willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and upon conviction thereof, shall be punished accordingly.

Wife: _____ Date: _____
Signature

Husband: _____ Date: _____
Signature

Return with your non-refundable application fee. Make checks payable to CCAI or complete and return the ACH authorization form.

Return by mail/email/fax to: CCAI Colombia Adoption Program
6920 S. Holly Circle
Centennial, CO 80112
colombia@ccaifamily.org
(fax) 303.850.9997

Medical Conditions Checklist--COLOMBIA

Welcome! CCAI is delighted that you are interested in the Colombia Adoption Program. The Medical Conditions Checklist will help us understand your family's openness in terms of a child's age, gender, and special need(s) and will allow us to consider your family as we receive information on Waiting Children from ICBF in Colombia. Please work together with your spouse to complete the Checklist. If available, your social worker or family doctor can serve as a wonderful resource to help you.

Applicant #1: _____
Applicant #2: _____
Phone: _____
Alt Phone: _____
Email: _____

Desired gender: Female Male No Preference

Age: _____ to _____ years

Siblings: 2 children 3 children 4 children

Age Range of Siblings: _____ to _____ years

Would you consider a child with multiple conditions: _____

Please share with us which special needs your family is open to by circling the conditions you would consider.

FACIAL

Facial malformation (Including hemifacial microsomia)

HEART

Congenital heart disease – minor (ex. VSD, ASD, PFO, PDA, etc.)

Congenital heart disease – major (ex. TOF, multiple or structural pathologies)

BLOOD

Hepatitis B

Hepatitis B Carrier

Thalassemia

VISION/HEARING

Eye – treatable issues

Vision loss - moderate and/or significant/blind

Ear malformation/Ear atresia

Hearing loss - moderate and/or significant/deaf

FAMILY/CHILD HISTORY

Child's mother abused alcohol and/or drugs during pregnancy

History of mental illness in family

History of cognitive delay in family

Fetal alcohol syndrome

History of sexual abuse

History of physical abuse

History of trauma

Brain injury (cranio-cerebral trauma)

Chronic malnutrition

Unknown history of family

BIRTH CONDITIONS

Failure to thrive

Prematurity

Low Birth Weight

DEVELOPMENTAL/BEHAVIORAL

Cognitive delays

Growth delays

Motor delays

Speech delays

ADD/ADHD

Autism spectrum disorders

Maladaptive, aggressive behaviors

Psychiatric disorders (such as schizophrenia/bipolar)

Behavioral disorders - requiring specialized therapy

DIGESTIVE

Anal atresia (imperforate anus)

Gastroschisis

Other digestive disorders

SKIN

Albinism AND low vision

Hemangioma/Lymphangioma

Scar/Burns (moderate to significant/facial)

Vitiligo

Nevus

SKELETAL

Arthrogyrosis/Joint disorders

Club foot/feet

Missing/malformed fingers/toes

Missing/malformed hands/arms or feet/legs

One affected limb only and/or Multiple affected limbs

Scoliosis

Short stature/Dwarfism)

Spina bifida (meningocele/myelomeningocele)

NERVOUS SYSTEM

Cerebral anoxia/Brain damage or malformation

Cerebral palsy

Down syndrome

Hydrocephalus

Microcephalus

Meningitis

Neurofibromatosis

GENITAL/URINARY

Ambiguous genitalia

Male genital malformations

Vaginal atresia

Incontinence

Kidney disease/malfunction

OTHER

Epilepsy/Seizure disorder

Paralysis

Teratoma

Cancer

History of Leukemia

HIV

PKU

HEALTHY CHILD

Healthy older child (over 6 years)

Please indicate any other conditions, not listed here, that you may consider:



AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of _____

Before me this day personally appeared _____ who, being duly sworn, deposes and says:
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant for certification with _____, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by the Florida Statutes and rules, in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

- Section: 39.205 failure to report child abuse, abandonment, or neglect
- Section: 393.135 sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
- Section: 394.4593 sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section: 414.39 fraud, if the offense was a felony
- Section: 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
- Section: 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
- Section: 777.04 attempts, solicitation, and conspiracy to commit an offense listed in this subsection
- Section: 782.04 murder
- Section: 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Section: 782.071 vehicular homicide
- Section: 782.09 killing an unborn child by injury to the mother
- Chapter: 784 assault, battery, and culpable negligence, if the offense was a felony
- Section: 784.011 assault, if the victim of the offense was a minor
- Section: 784.021 aggravated assault
- Section: 784.073 battery, if the victim of the offense was a minor
- Section: 784.045 aggravated battery
- Section: 784.075 battery on staff or a detention or commitment facility or on a juvenile probation officer
- Section: 787.01 kidnapping
- Section: 787.02 false imprisonment
- Section: 787.025 luring or enticing a child
- Section: 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
- Section: 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Section: 787.06 human trafficking
- Section: 787.07 human smuggling
- Section: 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
- Section: 790.115(2) (b) possessing an electric weapon or device, destructive device, or other weapon on school property
- Section: 794.011 sexual battery
- Former Section: 794.041 prohibited acts of persons in familial or custodial authority
- Section: 794.05 unlawful sexual activity with certain minors
- Section: 794.08 relating to female genital mutilation
- Chapter: 796 prostitution
- Section: 798.02 lewd and lascivious behavior
- Chapter: 800 lewdness and indecent exposure
- Section: 806.01 arson

CONTINUED ON NEXT PAGE

Section: 810.02	burglary
Section: 810.14	voyeurism, if the offense is a felony
Section: 810.145	video voyeurism, if the offense is a felony
Chapter 812	relating to theft, robbery, and related crimes, if the offense was a felony
Section: 817.563	fraudulent sale of controlled substances, only if the offense was a felony
Section: 825.102	abuse, aggravated abuse, or neglect of an elderly person or disabled adult
Section: 825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
Section: 825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
Section: 826.04	incest
Section: 827.03	child abuse, aggravated child abuse, or neglect of a child
Section: 827.04	contributing to the delinquency or dependency of a child
Former Section: 827.05	negligent treatment of children
Section: 827.071	sexual performance by a child
Section: 831.311	unlawful sale, manufacture, alteration, delivery, uttering, or possession of counterfeit-resistant prescription blanks for controlled substances
Section: 836.10	written or electronic threats to kill, do bodily injury, or conduct a mass shooting or an act of terrorism
Section: 843.01	resisting arrest with violence
Section: 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section: 843.12	aiding in an escape
Section: 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter: 847	obscene literature
Section: 859.01	poisoning food or water
Section: 873.01	prohibition on the purchase or sale of human organs and tissues
Section: 874.05	encouraging or recruiting another to join a criminal gang
Chapter: 893	drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor
Section: 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section: 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section: 944.40	escape
Section: 944.46	harboring, concealing, or aiding an escaped prisoner
Section: 944.47	introduction of contraband into a correctional facility
Section: 985.701	sexual misconduct in juvenile justice programs
Section: 985.711	contraband introduced into detention facilities

THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR POSITIONS REQUIRED TO BE SCREENED UNDER SECTION 408.809, FLORIDA STATUTES:

In addition to the Chapter 435, F.S. listed offenses the following offenses are also applicable for any licensure or employment required in the applicable statutes.

	<u>Relating to:</u>
Chapter: 408	felony offenses contained in Chapter 408
Section: 409.920	Medicaid provider fraud
Section: 409.9201	Medicaid fraud
Section: 741.28	domestic violence
Section: 777.04	attempts, solicitation, and conspiracy to commit an offense listed in this subsection
Section: 784.03	battery, if the victim is a vulnerable adult as defined in s. 415.102 or a patient or resident of a facility licensed under chapter 395, chapter 400, or chapter 429
Section: 817.034	fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
Section: 817.234	false and fraudulent insurance claims
Section: 817.481	obtaining goods by using a false or expired credit card or other credit device, if the offense was a felony
Section: 817.50	fraudulently obtaining goods or services from a health care provider
Section: 817.505	patient brokering
Section: 817.568	criminal use of personal identification information
Section: 817.60	obtaining a credit card through fraudulent means
Section: 817.61	fraudulent use of credit cards, if the offense was a felony
Section: 831.01	forgery
Section: 831.02	uttering forged instruments
Section: 831.07	forging bank bills, checks, drafts or promissory notes
Section: 831.09	uttering forged bank bills, checks, drafts, or promissory notes
Section: 831.30	fraud in obtaining medicinal drugs
Section: 831.31	the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony
Section: 895.03	racketeering and collection of unlawful debts
Section: 896.101	the Florida Money Laundering Act

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21; a career offender pursuant to s. 775.261; or a sexual offender pursuant to s. 943.0435, unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at _____ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses**. I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE OF AFFIANT: _____

Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

Affiant personally known to notary

OR

Affiant produced identification

Type of identification produced: _____



CCAI ACH Authorization Form

Print Name(s) _____

US Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number(s) _____

By the signature below I/we authorize CCAI to immediately charge our account for the applicable fees indicated below.

_____ 1st time CCAI Family Application Fee of \$300

_____ Returning CCAI Family Application Fee of \$200

Account Holder Signature: _____ **Date:** _____

Printing in lieu of signature will be considered authorization to process the above fees.)

Account Holder Name: _____

Account Number: _____

Bank Routing Number: _____

Bank Name: _____

***** Copy of Voided Check or Deposit slip Mandatory *****

Dear Prospective Adoptive Family,

We are delighted you are interested in adopting a child through CCAI!

As a part of the approval process in the state of Florida, you will need to have five reference forms submitted directly to the agency from your references. Please note that if you have school aged children in the home, one reference should be from a teacher. Additionally, if you have an adult child now living on their own, one reference should be from him/her, although no more than one reference should be from a family member. Couples count as one reference.

Please request that your references carefully fill out the Confidential Reference Questionnaire, answering all questions fully. Please also remind them that the signature and date are crucial items. Original references must be submitted and can be mailed to:

CCAI – FL
1015 Arthur Ave.
Orlando, FL 32804

Each Confidential Reference Questionnaire has a cover letter for you to insert the name(s) of the reference. On the form itself, please insert the reference name in the first section, and your name(s) in the second section.

In addition to the reference forms, we will need an Affidavit of Good Moral Character for each adult in the home, including the applicant(s). We will also need an additional Affidavit of Good Moral Character Addendum for each adult in the home, including the applicant(s).

We will be able to complete your Application review once we have received your notarized Affidavit(s) of Good Moral Character, notarized Affidavit(s) of Good Moral Character Addendum(s), the completed Application, the Application Fee, and all five required references.

Please contact us with any questions or concerns. We can be reached at (813) 949-5559 (ph), or ccaifl@ccaifamily.org (email). We look forward to assisting you with your “journey of a lifetime”!

Sincerely,

Your CCAI-Florida Staff

Re: Reference Inquiry for Potential Adoptive Family

Date _____

Dear _____,

Your name has been given as a reference for: _____.

This family has applied to adopt a child. Before our agency can approve them as adoptive parents, we would appreciate your candid opinions of the applicants' character, qualifications, and suitability to care for and raise children.

The purpose of this inquiry is to safeguard children; it is an important part of our evaluation process. Your comments and opinions will remain confidential.

Please note that we will be unable to approve this family to adopt until we receive this reference from you. If you feel unable to complete this reference, please contact me so we can help this family make alternate arrangements. Should you require further information or wish to discuss this inquiry please feel free to call us at (813) 949-5559 or email ccaifl@ccaifamily.org.

Thank you for your time and consideration in promptly completing and returning this reference. At your earliest convenience please mail your completed reference form to our office at the following address:

CCAI – FL
1015 Arthur Ave.
Orlando, FL 32804

Sincerely,

Ryan Fontaine
Director of Florida Operations

CONFIDENTIAL REFERENCE QUESTIONNAIRE

Applicant(s): _____

Reference: _____

1) How long have you known the applicant(s)? _____

2) How would you describe your relationship with the applicant(s)?

A) Close friends

B) Casual friends

C) Casual acquaintances

D) Business associate

E) Other (please specify) _____

3) **Prospective Adoptive Parent #1 (Name):** _____

A) What adjectives describe their personality? _____

B) What are their stronger characteristics? _____

C) What are their weaker characteristics? _____

D) Describe their relationship with their spouse and children (if any). _____

E) How have they handled children in your presence? _____

F) How do they show warmth and affection to others? _____

4) **Prospective Adoptive Parent #2 (Name):** _____

A) What adjectives describe their personality? _____

B) What are their stronger characteristics? _____

C) What are their weaker characteristics? _____

D) Describe their relationship with their spouse and children (if any) _____

E) How have they handled children in your presence? _____

F) How do they show warmth and affection to others? _____

5) Do you consider this family well adjusted? Please explain: _____

6) How would you describe their marriage? _____

7) What, if anything, do you feel could be improved in their marriage? _____

8) Do you believe they are both committed to adopting a child?

A) Please explain: _____

9) What factors would you change in this family's home prior to their adopting a child? _____

10) Would you entrust the care of your child(ren) into this family? _____

11) CCAI welcomes any other comments you would like to make. _____

Signed: _____ Date: _____