

# Application for International Adoption



**HERITAGE**  
Adoption Services  
A non-profit Agency since 1991

Please fill out this form as completely as possible, sign it, and return it to Heritage with the following materials; 1) Adoption Services Agreement, 2) Fee Schedule and Agreement, 3) Criminal History Explanation form(s) if applicable, 4) Information Disclosure and Policies and Procedures Understanding Form, 5) Parent Questionnaire and Autobiographies, 5) a copy of any previous home study reports, and 6) Application fee of \$300. If you prefer to submit the application form only at this time, we can start your file, but Heritage must receive all of the materials listed above before we can send you a dossier packet. Alaska families will also receive an Orientation Packet and need to complete an additional release. Thanks, we look forward to working with you!

## Prospective Adoptive Father

## Prospective Adoptive Mother

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_  
 Citizenship: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_  
 Passport #: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Race/Tribal Affiliation: \_\_\_\_\_  
 National Heritage: \_\_\_\_\_  
 Height/Weight: \_\_\_\_\_  
 Eye/Hair Color: \_\_\_\_\_  
 Complexion: \_\_\_\_\_  
 Physical Health: \_\_\_\_\_  
 Mental Health: \_\_\_\_\_

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## CONTACT INFORMATION

Residential Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Home Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 His Cell Phone: \_\_\_\_\_ Hers: \_\_\_\_\_  
 E-mail Address(es): \_\_\_\_\_  
 Other: \_\_\_\_\_

## HERITAGE PROGRAM

- China
- China Special Needs:
- Child's Name: \_\_\_\_\_
- Guatemala
- Haiti
- Kazakhstan
- Other: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Case #: \_\_\_\_\_

## REFERENCES

You are asked to submit four letters of reference for your adoption; one from a family member and three from non-family members. None should be from employees or employers. Please list references' contact information below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

## PROSPECTIVE ADOPTIVE HOME

Own or Rent? \_\_\_\_\_  
Years at Current Address: \_\_\_\_\_  
Square Footage of Home: \_\_\_\_\_  
Lot Size/Acreage: \_\_\_\_\_  
# of Bedrooms/# of Bathrooms: \_\_\_\_\_  
List Other Rooms: \_\_\_\_\_  
Plan for Child(ren)'s Room: \_\_\_\_\_  
Year Built: \_\_\_\_\_  
Miles to Nearest Hospital: \_\_\_\_\_  
Other than Children, does anyone live in your home with you? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
Have you lived outside of your current home state in the last five years? If so, where? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Father

Mother

High School Name:	_____	_____
High School Graduation Date:	_____	_____
Technical School Name:	_____	_____
Technical School Graduation Date:	_____	_____
College/University Name:	_____	_____
Degree:	_____	_____
Graduation Date:	_____	_____
Graduate School Name:	_____	_____
Degree:	_____	_____
Graduation Date:	_____	_____

## EMPLOYMENT BACKGROUND

Father

Mother

Employer:	_____	_____
Occupation:	_____	_____
Work Phone Number:	_____	_____
Hours per Week:	_____	_____
Annual Income/Salary:	_____	_____
Date of Hire:	_____	_____
Other sources of Income:	_____	_____

## INSURANCE COVERAGE

Health Insurance Provider: \_\_\_\_\_ Who is covered? \_\_\_\_\_

	Father	Mother
Life Insurance Provider(s):	_____	_____
Life Insurance Amount:	_____	_____
Beneficiary of Policy:	_____	_____

### MARITAL HISTORY

	Father	Mother
Date and Location of Present Marriage:	_____	
Number of Prior Marriages:	_____	_____

For each prior marriage please complete the following (attach additional page if necessary);

Former Spouse Name:	_____	_____
Date of Former Marriage:	_____	_____
Divorce or Death?	_____	_____
Date of Divorce/Death:	_____	_____
Location of Divorce/Death:	_____	_____
Do you Pay Child Support?	_____	_____
If yes, Amount:	_____	_____

### CRIMINAL & LEGAL HISTORY

Please mark yes or no for each item. If yes, please complete and submit the Criminal History Explanation Form.

	Father	Mother
Prior Arrests or Citations:	_____	_____
Prior Convictions:	_____	_____
Prior Accusations of Child Abuse and/or Neglect:	_____	_____
Prior Convictions of Child Abuse and/or Neglect:	_____	_____

Please mark yes or no for each item below. If yes, please explain by attaching a letter.

	Father	Mother
Alcohol Rehabilitation:	_____	_____
Drug Rehabilitation:	_____	_____
Other than Honorable Discharge from Military:	_____	_____
Filed for Bankruptcy:	_____	_____

### CHILDREN

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Biological/Adopted: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Health: \_\_\_\_\_  
 Living in the Home? \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Biological/Adopted: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Health: \_\_\_\_\_  
 Living in the Home? \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Biological/Adopted: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Health: \_\_\_\_\_  
 Living in the Home? \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Biological/Adopted: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Health: \_\_\_\_\_  
 Living in the Home? \_\_\_\_\_

## FINANCES

Prospective Adoptive Mother Gross Annual Income: \_\_\_\_\_  
Prospective Adoptive Father Gross Annual Income: \_\_\_\_\_  
Total Gross Annual Income: \_\_\_\_\_  
Prospective Adoptive Mother Net Annual Income: \_\_\_\_\_  
Prospective Adoptive Father Net Annual Income: \_\_\_\_\_  
Total Net Annual Income: \_\_\_\_\_

### Monthly Payments

Total Net Monthly Income: \_\_\_\_\_  
  
Mortgage/Rent: \_\_\_\_\_  
Property Taxes: \_\_\_\_\_  
Utility Costs: \_\_\_\_\_  
Credit Card/Personal Loan Payments: \_\_\_\_\_  
Insurance Payments/Medical Costs: \_\_\_\_\_  
Car Loan/Maintenance/Gas Payments: \_\_\_\_\_  
Day Care Costs: \_\_\_\_\_  
Food/Clothing/Entertainment Costs: \_\_\_\_\_  
Other/Miscellaneous: \_\_\_\_\_  
Total Monthly Payments: \_\_\_\_\_  
  
Total Monthly Unencumbered Income: \_\_\_\_\_

### Assets

Checking Account Balance: \_\_\_\_\_  
Savings Account Balance: \_\_\_\_\_  
Retirement Accounts: \_\_\_\_\_  
Stocks/Bonds: \_\_\_\_\_  
Other Investments: \_\_\_\_\_  
Trust Accounts: \_\_\_\_\_  
Current Market Value of Home: \_\_\_\_\_  
Other Real Estate: \_\_\_\_\_  
Market Value Autos/RVs/Boats, etc.: \_\_\_\_\_  
Personal Property: \_\_\_\_\_  
Total Assets: \_\_\_\_\_

### Liabilities

Balance Owed on Mortgage: \_\_\_\_\_  
Total owed on Student Loans: \_\_\_\_\_  
Total Credit Card Balance: \_\_\_\_\_  
Total Owed on Personal Loans (ex. auto): \_\_\_\_\_  
Other (please describe): \_\_\_\_\_  
Total Liabilities: \_\_\_\_\_

Approximate Net Worth (assets – liabilities): \_\_\_\_\_

## How did you find out about Heritage Adoption Services?

- Internet Directory – Which directory or search engine? \_\_\_\_\_
- Phone Book – Which book (ex. Portland Yellow pages)? \_\_\_\_\_
- Friend/Acquaintance – Who may we thank? \_\_\_\_\_
- Professional referral (ex. attorney) – Who may we thank? \_\_\_\_\_
- News or Magazine Article – Which one? \_\_\_\_\_
- Event/Workshop – Which one? \_\_\_\_\_
- Other – Please explain: \_\_\_\_\_

## ADOPTION BACKGROUND

Please list all adoption agencies and/or attorneys you have worked with previously, whether an adoption placement occurred or not: \_\_\_\_\_

With your initials, please provide permission to contact the agencies and/or attorneys to discuss your case if necessary. \_\_\_\_\_ Please include any explanation necessary: \_\_\_\_\_

Have you ever been previously rejected for a home study and/or adoption? \_\_\_\_\_

Have you ever had an adoption reversal, disruption, or dissolution? \_\_\_\_\_

If the answer to either of the above questions is yes, please explain by attaching a letter. Previous rejection or placement difficulty does not automatically disqualify you, but it is important that we know the details.

## CHILD(REN) DESIRED (aka Preferences)

Please describe for us the child(ren) you hope will join your family through international adoption. Please include each of the following characteristics, as applicable; age range, gender, race/ethnicity, & health status. This information will help us to make sure you are a good match for the adoption program you are interested in. We understand that this description may change as you move forward with the adoption process and ask that families submit a simple Application Amendment to change these preferences.

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With our signatures below, we hereby certify that the information contained in this application is true and correct to the best of our knowledge. We understand that any misrepresentation of any information provided on this application may constitute grounds for immediate dismissal from this program and forfeiture of any payments made to Heritage.

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

\_\_\_\_\_  
Signature of Prospective Adoptive Father

\_\_\_\_\_  
Signature of Prospective Adoptive Mother

PLEASE ALSO INCLUDE A PHOTO OF YOU AND YOUR SPOUSE. THANK YOU!

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Case #: \_\_\_\_\_

Decision: \_\_\_\_\_

Committee members, if applicable: \_\_\_\_\_



## Application Amendment

This form is designed to help families notify Heritage of major changes in their adoption plans, or adoptive home. This can include a decision to change adoption programs within Heritage, a change in the type of child you hope to adopt (including special needs changes), changes of address, the addition of another child in your home, a pregnancy or death in the family, new criminal charges, or any other change Heritage requests in writing. Please complete the form to the best of your ability, or send Heritage a letter with the same information.

Change to Application/Family Status:

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Explanation of changes, reasons, or any other information you'd like Heritage to have:

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



### Criminal History Explanation & Verification

Please complete this form for any criminal history or child abuse/domestic violence record, regardless of whether it appears or will appear on your criminal/child abuse/domestic violence background check.

Date of Incident: \_\_\_\_\_

Type of Incident:

Citation only  Arrest for misdemeanor charge  Arrest for felony charge  Unknown

Location of Incident, Jurisdiction: \_\_\_\_\_

Description of Incident:

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Mitigating Circumstances:

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Disposition of Case (result, ex. community service completed, fine paid, etc.):

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Case disposition and/or letter from the court/police department of jurisdiction:

Attached to this form  OR ordered and will be submitted prior to home study completion

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## Acknowledgement of Information Disclosure & Policies and Procedures Statement of Understanding

Both parents adopting should sign this form after viewing the information listed at [www.heritageadoption.org/familyinfo.html](http://www.heritageadoption.org/familyinfo.html).

### Information Disclosure

We hereby acknowledge that I have received the following information provided via Heritage Adoption Services' website at [www.heritageadoption.org/familyinfo.html](http://www.heritageadoption.org/familyinfo.html) or via written brochure provided at the time of inquiry or prior to application completion;

- The agency's adoption services policies and procedures, including general eligibility criteria, and fees;
- A list of agency partners (supervised providers) with whom the prospective client(s) can expect to work in the United States and in the child's country of origin and the estimated costs associated with their services; and
- A sample of the written contract substantially like those the prospective client(s) are expected to sign should they proceed with an adoption.
- Data on the following:
  - The quantity of adoption placements the agency has made per year for the prior three calendar years;
  - The number and percentage of those placements that remain intact, are disrupted, or have been dissolved as of the time the information is provided;
  - The number of parents who apply to adopt on a yearly basis for the prior three calendar years; and
  - The number of children eligible for and awaiting adoption through the agency, whenever such data is available.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Policies and Procedures

We hereby acknowledge that we have read and understand by Heritage Adoption Services' policies and procedures as found on Heritage's website at [www.heritageadoption.org/familyinfo.html](http://www.heritageadoption.org/familyinfo.html) or provided to me prior to application completion. We have had the opportunity to ask questions about these policies and procedures, and agree to abide by them throughout and following our adoption process with Heritage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This document may also be found on Heritage's website at [www.heritageadoption.org/infodisclosure.html](http://www.heritageadoption.org/infodisclosure.html)



## PARENT QUESTIONNAIRE

Please answer the following questions. There is no right or wrong answer. As you begin the process of adoption, you will want to use many ways to help you expand how you see yourself, your family, and your relationships with others. Use a separate sheet of paper for your answers. For married applicants, you may respond together.

1. Please tell us about how you came to apply for adoption. When did you first think about adoption? What circumstances have brought you to adoption at this time?
2. What has been your experience with other members of the adoption triad: birth parents, adoptive parents and adoptees? Do you have children who came into your family through adoption? If so, can you tell us the type of adoption – step parent, private attorney domestic, foster care, international (what country)? Can you also please briefly explain how the adoption process went for you? Was it smooth or were there difficulties? What were those difficulties?
3. Please describe the various reactions you've had from friends and family when you told them of your interest in adding a child to your family through adoption. Please tell us a little bit about the people you consider to be your 'support network.'
4. If you are coming to adoption after experiencing infertility, please explain the process you've gone through since you've started trying to add a child to your family. What support have you had during the difficult time of trying to conceive? What things have you done to cope with the feelings that infertility raises in an individual and in a couple (if married).
5. How do you see your life, your family, and your world view changing as a result of adoption? What do you think will stay the same? What might change?
6. It is important to become educated about the dynamics of adoption and the impact of adoption on a family. Have you read any books or articles or have you attended any informational meetings or seminars about adoption?
7. What type of child do you want to parent? Is it important that the child look like you? Do you feel the child needs to be of the same race or nationality as you? If you are specifically planning to adopt cross-culturally or trans-racially, please discuss what thought you have given to this. How have you or will you prepare to parent a child of a different culture and/or race? What sorts of resources would you like to have in place or know about before your child comes home? Do you have a gender preference? If so, why? How important are these things to significant people in your life?
8. What do you want to learn or experience before your adopted child comes to live with you?
9. What are your greatest fears, worries, or concerns with regards to the adoption process or parenting an adopted child?
10. Families adopting internationally are asked to name guardians for their adopted child. Please tell us about the guardian(s) you have chosen for this purpose. Please include their names, ages, health condition, occupations and estimate of income, and any children.



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## AUTOBIOGRAPHY

The goal of this most critical document is to have you tell the story of your life, highlighting meaningful events, emphasizing values, describing your family. Consider the topics below as you write your autobiography. Each applicant writes a separate autobiography. Use a separate sheet of paper for your answers.

1. Please describe yourself. How do others perceive you?
2. Please give an overview of your childhood including social relationships and special interests.
3. Describe your family, parents (including their occupations), siblings, and extended family. Please include your parents' and siblings' full names and ages. Consider how discipline was handled in your home. What kinds of activities do you participate in individually or as a family? What are some of your most memorable family experiences (positive or negative) and their impact on you? How are your relationships with your family members now as an adult?
4. Please give an overview of your school history from preschool to college including things which made a lifelong impression for you.
5. If married, how did you meet your spouse? Describe your marriage. What attracted you to your spouse? How do you resolve conflict? What interests do you share? Have you ever experienced a separation or divorce? If so, please discuss its effect on your life and/or current relationship(s). If not married, please describe your relationship history and your interests in future relationships.
6. Describe your current social relationships. Please include descriptions about those who will be supporting you during the long process of adoption and those who will be role models for your future child(ren).
7. Please briefly describe your job history. Do you have specific goals that you aspire to with regards to your career? Please include information about any military history.
8. Please describe your religious interests/spiritual beliefs. How will these be presented to your child(ren)?
9. Please include anything else that is important for us to know about you.