



Believing in families.
Creating possibilities.

Getting Licensed!
Checklist

- Family Profile
- Application for License (Please sign on the day of Home Study review)
- Affidavit of Good Moral Character (all Adult Household Members; form must be notarized)
- Personal References (5 Total, no more than 2 family members)
- Employment References (1 for each applicant, if employer refuses to complete, most recent paycheck stub will be required)
- School Reference (required for every school-aged child in the home)
- Adult Child Reference
- Biological/Adopted child reference not living with parent
- Bilateral Service Agreement
- Policy Statement
- HKI Release of Information (Adam Walsh Child Protection Safety ACT of 2006)
- Release of Information (State of Florida)
- Floor Plan (please include room dimensions on all bedrooms)
- Disaster Preparedness Plan
- Copy of Statement of Automobile Insurance
- Copy of Driver License (all Adult Household Members)
- Monthly Budget/ Expenditure form
- Health Certificate (1 for each applicant, to be completed by current physician)
- Water Safety Checklist
- Water Safety Agreement
- Water Safety Certificate
- Large Dog/Dangerous Breed Safety Plan (if applicable)
- Pet Vaccinations (if applicable)
- Foster parent's review of Care Manager's Performance (if non-relative or relative seeking licensure for children currently in the home)
- Radon Test _____
Date mailed
- 10 Homework Sessions