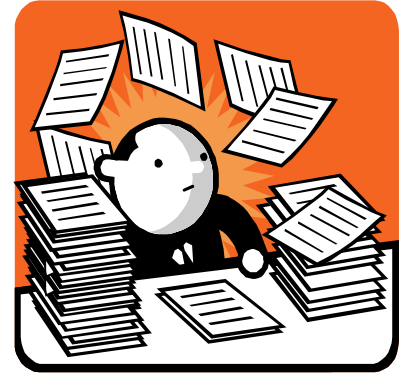


Required Documents for Certification

Many people ask, "How can I help the application process go more quickly?" One way you can help your Home Development Worker is to start to gather the important personal documents, which are part of the application process. Make copies of the following documents to give to your Home Development Worker.



Car insurance and registration documents

Copy of your current driver's license

These are required to ensure that you are operating your car legally as you will be transporting the children.

Copy of the applicant(s) Social Security Card(s)

Copy of all household members' birth certificates

These are used to verify identity, birth date, and residency.

Verification of applicant(s) current marital status:

___ **copy of marriage certificate**

___ **copy of divorce decree(s) on all former marriages**

___ **copy of death certificate(s) (if applicable)**

While foster/adoptive parents can be single or married, it is important that the Office of Community Services be able to verify the applicants' current marital status to ensure stability for the children.

Verification of applicant(s) income:

___ **pay stub (or other source of income) OR**

___ **1040 form from previous year (if self-employed)**

Being financially stable is critical to being a foster/adoptive parent. The Office of Community Services provides reimbursement towards the costs of the care of the children; however, each foster/adoptive family must have their own source of income to meet their own household needs.

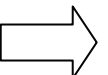
Pet immunization records

For the health and safety of the children, your pets must be current on their immunizations.

Identify 5 Personal References

Each application must be accompanied by the names, addresses and phone numbers of five references with at least *three* references from persons not related to the applicant (one of these may come from an employer). If there are grown children or other adults raised by the applicant, contact information must be provided on all and one or more will be contacted as a reference. You may want to contact your references and get their permission to use them as a reference. Create a list with names, addresses and phone numbers that you can put on your application.

FOR MORE INFORMATION ON HOW TO OBTAIN THESE DOCUMENTS SEE THE BACK



WHERE TO GO FOR COPIES

- Birth/Death Certificates may be obtained in the state where you were born. Information for applicants born in LOUISIANA:

Vital records (www.oph.dhh.state.la.us/recordsstatistics/vitalrecords) OR 1-504-219-4500

Birth Certificate..... \$15.00

Death Certificate.....\$ 7.00

***Walk-in services are available at the Parish Health Units in the following parishes: Caddo, Calcasieu, East Baton Rouge, Jefferson/Metairie, Jefferson/Marrero, Lafayette, Lafourche, Ouachita, Rapides and Tangipahoa.

***All mail-in requests add .50 to the fee and send to:

Louisiana Vital Records Registry

P.O. Box 60630

New Orleans, LA 70160

- Social Security Card

Social Security Administration (www.socialsecurity.gov) OR 1-800-772-1213

No Charge for new or replacement Social Security Cards.

- Marriage/Divorce Certificate

*Information for applicants married or divorced in Louisiana:

City Parish Government Clerk of Court (www.ebrclerkofcourt.org). *Click on "other clerks" to locate your clerks office.

Marriage Certificate.....\$5.00

Divorce Certificate.....\$.50 cents per copy, plus \$5.00 to certify.

***You can also contact your attorney for copies of the Divorce Judgment.