

## Home Study Services Application

Applicant(s) Legal Name: \_\_\_\_\_

Preferred/ Chosen Name(s): \_\_\_\_\_

There is a \$175 non-refundable fee due with submission of this application. Please complete the Method of Payment page which can be found at the end of this document. If you choose to pay online, please include your payment receipt with the submission of your application.

Applications are reviewed weekly at Spence-Chapin by our Adoption Team. Once your application has been reviewed, adoption workers will contact you with follow up questions, points of clarification, and to discuss next steps. The purpose of the application is for Spence-Chapin to gain a full view of your family and the child you intend to adopt. Spence-Chapin provides home study services to families living within 100 miles of Manhattan, including all of New York City, northern New Jersey, the Hudson Valley, Westchester, and Long Island.

Please be as thorough as possible and attach additional pages as needed. Write N/A for any questions that do not apply. Identifying information will be kept confidential and will not be released to anyone other than Spence-Chapin workers without prior consent. Please visit the Spence-Chapin website ([www.spence-chapin.org](http://www.spence-chapin.org)) or call us at 212-400-8150 for information about adoption services and the application process.

Spence-Chapin promotes equal opportunity for all clients by complying with local, state and federal laws and regulations. We do not exclude, deny applicants, or otherwise discriminate on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and practices are intended to ensure that all clients are treated equally.

Please mail hard copies of the application and payment to:

Spence-Chapin, Attn: Home Study Application, 120 East 16th Street, 11th Floor, New York, NY 10003

Please email scanned copies to: [registration@spence-chapin.org](mailto:registration@spence-chapin.org)

Type of Home Study:     Domestic Adoption     International Adoption

If applying for an international adoption home study, what country are you intending to adopt from?

\_\_\_\_\_

All families completing an international adoption home stud will complete Hague approved preparation.

Applicant Legal Residence: \_\_\_\_\_

Street

City

State

Zip

Marital Status:

Single     Couple: Married     Couple: Domestic Partnership     Couple: Unmarried



# SPENCE-CHAPIN

*Services to Families and Children*

Please tell us about the child(ren) you intend to adopt. The home study process and training will be tailored to meet the unique needs of your family and this adoption process.

Age of child(ren)?	Are you considering adopting a child with special needs or of a different race than yourself?	Is this child a relative?

Applicant 1		Applicant 2 (if needed)	
Name: Last, First, Middle (Prior Name, if applicable)		Name: Last, First, Middle (Prior Name, if applicable)	
Email:		Email:	
Phone:		Phone:	
Date of Birth:	Age:	Date of Birth:	Age:
U.S. Citizenship: Non-US citizen, state resident status:		U.S. Citizenship: Non-US citizen, state resident status:	
Ethnicity:	Place of Birth:	Ethnicity:	Place of Birth:
*Gender	*Sexual Orientation:	*Gender	*Sexual Orientation:
*Preferred Gender Pronoun:		*Preferred Gender Pronoun:	
Occupation:		Occupation:	
Salary:		Salary:	
Religion:		Religion:	
History of arrest, immigration violation or judicial Action even if the record has been dismissed, expunged or sealed? <input type="checkbox"/> Yes <input type="checkbox"/> No		History of arrest, immigration violation or judicial Action even if the record has been dismissed, expunged or sealed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Year of arrest:	Outcome:	If yes, Year of arrest:	Outcome:
Nature of arrest:		Nature of arrest:	
Current diagnosis or medication? <input type="checkbox"/> Yes <input type="checkbox"/> No		Current diagnosis or medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list:		If yes, please list:	
Any history of mental health treatments or hospitalizations? <input type="checkbox"/> Yes <input type="checkbox"/> No		Any history of mental health treatments or hospitalizations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
History of previous marriages? <input type="checkbox"/> Yes <input type="checkbox"/> No		History of previous marriages? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, number of previous marriages:		If yes, number of previous marriages:	

*\*The Human Rights Campaign recognizes Spence-Chapin has fully inclusive policies and practices in working with the LGBTQ community. This question supports our work with HRC and our commitment to all families. Please contact us if you have any questions.*



# SPENCE-CHAPIN

*Services to Families and Children*

Have you ever participated in a home study or adoption process with another agency, attorney or social worker?

Yes  No

If yes, please include a copy of the home study & post-placement reports.

Family Members: Please list all children including those who are over 18 years old, and all household members, even if unrelated (add additional people on a separate page).

Name Date of Birth Relationship If a child, biological or adopted

---



---



---



---

If you are currently working with an additional agency or adoption attorney, please provide contact information. By providing this information, you hereby authorize Spence-Chapin to contact this agency or individual. Please add additional providers on a separate page.

Name of Agency/Attorney	Contact Person	Email and Phone	Status of Adoption

How were you referred to Spence-Chapin? Please check all that apply.

- Attorney, name \_\_\_\_\_
- Agency, name \_\_\_\_\_
- Internet, specify site \_\_\_\_\_
- Friend/family \_\_\_\_\_
- I am personally connected to Spence-Chapin \_\_\_\_\_
- Doctor/medical professional, name \_\_\_\_\_
- Other, please specify \_\_\_\_\_

*At no point in the adoption process is Spence-Chapin obligated to approve any applicant. All approval decisions are made in a child's best interests. If, in Spence-Chapin's sole judgment, placement would not be in a child's best interests, Spence-Chapin reserves the right to discontinue the home study process. Any documentation submitted in connection with the home study process, whether it be by the applicant(s) or by a third party, will NOT be returnable to the applicant regardless of whether or not the adoption process reaches finalization. Clients agree that corporal punishment, including hitting and shaking, as well as abusive language and ridicule are unacceptable means of discipline. By signing this application, I/we affirm that I/we am/are ready to move forward in pursuit of the home study process and this time and am/are committed to completing the required paperwork and interviews in a timely manner. I/we understand the expectation that I/we complete all homestudy documentation within two (2) months of receiving this packet. I/we understand that if I/we do not complete all homestudy documents within four (4) months of receiving the homestudy packet that my/our case will be closed and I/we will need to submit a new application and submit a \$200 re-start fee in order to resume the homestudy process within one (1) year of my/our case being closed. If I/we reinitiate the homestudy more than 12 months after my/our case being closed then I/we will be required to reapply and will be subject to the full homestudy fee at that time.*

I/We certify that the information provided throughout this application is true and accurate to the best of my/our knowledge.

Name of Applicant 1:	Name of Applicant 2:
Signature:	Signature:
Date:	Date:



# SPENCE-CHAPIN

*Serving Families & Children since 1908*

## METHOD OF PAYMENT

Mail: ATTN: Accounting Department  
Spence-Chapin Services  
120 East 16th Street, 11th Floor, New York, NY 10003

Enclosed is my check to Spence-Chapin in the amount of \$

\_\_\_\_\_

[Online payment](#) has been made and receipt is attached

Charge the amount of \$\_\_\_\_\_ to my:

Visa Card

American Express Card

MasterCard

Discover Card

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ Card ID # \_\_\_\_\_

### Card ID:

American Express Cards: 4 digit number printed above main number on left or right side on front of card.  
All other cards: 3 digit number on the back of the card at top of the signature strip.

Name as it appears on card:

\_\_\_\_\_

Billing address:

\_\_\_\_\_

\_\_\_\_\_

Signature:

\_\_\_\_\_