



Family Resource Center
 5828 North Clark Street, Chicago, IL 60660
 (773) 334-2300 phone (773) 334-8228 fax
adoption@f-r-c.org <http://www.f-r-c.org>

For Office Use Only:	Initial	Reapply
Home Study Services Only		
Expedited Home Study Service		
FRC Domestic Programs		
FRC International Programs		

ADOPTION APPLICATION FORM

We will hold this information in strict confidence.

Name	Applicant 1		Applicant 2			
	Last		Last			
	First		First			
	Middle		Middle			
	Name Used		Name Used			
	(Mr., Mrs., Ms., Dr.)		(Mr., Mrs., Ms., Dr.)			
	Social Security Number		Social Security Number			
Residence	Number and Street					
	City		State	Zip		
	Home Phone ()					
	Work Phone ()		Work Phone ()			
	Cell Phone ()		Cell Phone ()			
	E-Mail		E-Mail			
	Type of Residence					
	Number of Bedrooms		How long at this address			
	Please list the number and kind of any pets					
Birth	Date	Place	Date	Place		
Religion						
Marriage	Date	City		State		
	Previous Marriage Date		Previous Marriage Date			
	Termination Date	Death	Divorce	Termination Date	Death	Divorce
	Previous Marriage Date		Previous Marriage Date			
	Termination Date	Death	Divorce	Termination Date	Death	Divorce
Previous Marriage Date		Previous Marriage Date				
Termination Date	Death	Divorce	Termination Date	Death	Divorce	
Present Employment	Occupation		Occupation			
	Employer		Employer			
	Street Address		Street Address			
	City, State, Zip		City, State, Zip			
	How Long Employed		How Long Employed			
	Hours Worked Per Week		Hours Worked Per Week			
	Annual Salary		Annual Salary			
	Other Income	Amount & Source		Amount & Source		

Physical Description	Height	Weight	Height	Weight	
	Ethnicity/Race		Ethnicity/Race		
Education	Highest Degree Received		Highest Degree Received		
	Last School Attended		Last School Attended		
Children Living in the Home	Name		Birth Date		
	Sex		Biological or Adopted		
	Name		Birth Date		
	Sex		Biological or Adopted		
	Name		Birth Date		
	Sex		Biological or Adopted		
Other Adults Living in the Home	Name		Birth Date		
	Social Security Number		Relationship to You		
	Name		Birth Date		
	Social Security Number		Relationship to You		
Children Not Living with You	Name	Birth Date	Circumstances		
	Name	Birth Date	Circumstances		
	Name	Birth Date	Circumstances		
Assets	Life Insurance Amount		Amount in Savings		
	Value of Real Estate		Other Income		
	Other Assets				
Liabilities	Mortgages				
	Others				
	Unusual Expenses				
Other Agencies, Attorneys and Adoption Resources FRC supports potential adoptive parents in pursuing a number of options. Please list the other resources with whom you are currently working. By providing FRC with this information you are granting us permission to contact these entities as part of your application process. <u>Please initial below to confirm this understanding:</u> _____/_____	1. Name		Street Address		
	City		State	Zip	
	Contact Person		Phone	Fax	
	Email				
	2. Name		Street Address		
	City		State	Zip	
	Contact Person		Phone	Fax	
	Email				
	3. Name		Street Address		
	City		State	Zip	
	Contact Person		Phone	Fax	
	Email				
	How Did You Hear About FRC?				
Did you attend a Program Introduction Meeting with FRC? If yes, on what date? If you previously worked with FRC, please summarize how and when.					

For All Applicants	Circle the ethnic backgrounds that you would consider adopting from			
	Caucasian	Latino	African American	Asian
	Caucasian/Latino	Caucasian/African American	Caucasian/Asian	Other
	From what country do you wish to adopt?			
	What is the age range of the child you wish to adopt?			
How many children do you hope to adopt at one time?				
List the names and dates of any adoption seminars, classes or presentations that you have attended				
Business References Who know about you, your work, and something about your decision to adopt	1. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			
	2. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			
Related Reference Relatives who know about your decision to adopt	1. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			
	2. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			
Personal Reference People (not related to you) who have known you well and on a personal basis for at least three years	1. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			
	2. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			
	3. Name		Street Address	
	City		State Zip	
	Home Phone ()		Work Phone ()	
	Email			

In narrative form, in the space below, please briefly describe the history of your decision to adopt and your thoughts about the adoption process.

Applications will be processed upon receipt of the following:

- 1] this *fully completed* application;
- 2] one recent photograph of applicant(s) (for internal use only); and,
- 3] the appropriate fee as indicated below. Please make checks payable to Family Resource Center.

Once these materials are received, FRC will begin reviewing your application. FRC will contact some of the references you provided and contact you to arrange for an initial assessment interview. FRC reserves the right to decide whether or not to continue the adoption process with you based on a review of this application, conversations with your references, and impressions obtained during subsequent interview and home visit(s). Please be advised that completion of the home study process does not guarantee that you will be approved to adopt by FRC. Also, FRC does not guarantee that if you are approved as potential adoptive parents that FRC will ever be able to place a child with you. You may participate in more than one program at a time and, should you be approved, have FRC's support in pursuing any other legal adoption. Whether you wish to participate in one program or more than one program, to start the process please submit this application and the fee that corresponds to the services you wish to obtain.

Please check the appropriate box(s) below to indicate the program you are applying to and the fee you are submitting:

√	Program	Fee
	FRC Domestic Programs – Phase I	\$3,500
	FRC Domestic Applicants– Phase I with valid Home Study from other resource	\$2,500
	FRC International Program – Phase I (China) Includes home study package (study, post visits, court report, initial orientation) and program registration fee	\$4,100
	FRC International Program – Phase I (China) with Home Study from other valid resource	\$2,500
	International Home Study Only Program (non-Hague country Home Study) Includes home study, education/training, post visits and court report and other comprehensive services for applicants working with out-of-state agencies or resources for non-Hague convention countries	\$3,500
	International Home Study Only Program (Hague country Home Study) Includes home study, education/training, post visits and court report and other comprehensive services for applicants working with out-of-state agencies or resources for Hague Convention Countries	\$4,000
	Domestic Home Study Only Services	\$3,500
	Home Study Update For reapplication, ie: 2 nd adoption, to any program noted above	\$3,150
	Expedited Fee (For emergencies situations only) Home Studies completed in as few as 10 working days	\$750

Under normal circumstances and predicated on your willingness to be available for meetings, education classes and interviews, the initial application, home study and evaluation process (whether for an FRC based program or for home study services only) will be completed within approximately 90 days from the date FRC receives this application form and other materials as specified above. Please be advised that by submitting and signing this application and paying associated fees, you are verifying your understanding and agreement that the fee(s) paid along with this application are non-refundable unless they meet the criteria set forth on page 6 of this application.

Signature

Signature

Date

Date

Notice of Refund Policy

In the spirit of transparency, and in order to avoid any confusion, FRC wants applicants to know what fees are refundable and under what circumstances. Unless otherwise stated below all fees paid to FRC are non-refundable. In three of the following four situations outlined below, FRC fees or “expenses” are refundable provided that those fees or expenses meet the criteria set forth in each applicable section.

I. Phase I or Home Study Fee

A portion of the Phase I or Home Study Fee is refundable under the following circumstances:

A] If an applicant submits an application to FRC and withdraws¹ it within 72 hours of the time it has been received by FRC, all but \$250 of the Phase I or Home Study Fee is refundable.

B] If an applicant submits an application to FRC and withdraws it within 21 days of the time it has been received by FRC, all but \$1,000 of the Phase I or Home Study Fee is refundable.

C] There shall be no refund of the Phase I or the Home Study Fee once an FRC worker enters an applicant’s home and begins an in-home visit and interview even if this interview and visit begins prior to the 21 day period referenced above in section [B].

II. FRC’s TAP Program Placement Fee

FRC’s TAP Program Placement Fee is refundable under the following circumstances:

In legal risk situations involving unknown putative fathers, the actual amount of the placement fee paid by an adoptive parent(s) will be fully refunded by Family Resource Center in the event that the adoptive placement of the child is reversed prior to the finalization of the adoption, due to (1) a successful legal challenge brought by a putative/biological father and (2) loss of custody of the child by the adoptive parent(s). This refund will be made by FRC to the adoptive parent(s) within 60 days after **both** the entry of the final court order and the return or surrender of the child to FRC or the putative/biological father. The 60 day period will begin after the second of the aforementioned events occurs.

III. Agency Assisted Program “Expense Fund”

This section only applies to participants in FRC’s Agency Assisted Adoption Program. The unused portion of an applicant’s “Expense Fund” in FRC’s Agency Assisted Adoption Program is refundable as per the terms set forth in FRC’s Agency Assisted Adoption Program Agreement entered into between FRC and program participants/applicants and signed by the applicants.

IV. No other FRC fees are refundable

Read, understood and agreed to by:

Adoptive Parent Signature

Date

Adoptive Parent Signature

Date

¹ An applicant’s application shall be considered “withdrawn” by FRC when a) the applicant(s) sends a timed and dated email concurrently to FRC’s Executive Director and Associate Director indicating their desire to withdraw their application, and, b) when this email is followed by a “withdrawal notice” letter to FRC’s office, sent via certified mail and postmarked within one business day of the date the “withdrawal notice” email was sent.