



Dear prospective adoptive family,

We are delighted you are interested in adopting a child through CCAI!

As part of the approval process in the State of Florida, you will need to have five reference forms submitted directly to the agency from your references. Please note that if you have school age children in the home, one reference should be from a teacher. Additionally, if you have an adult child now living on their own, one reference should be from him/her.

Please request that your references carefully fill out the Reference Form, answering all questions fully. Please also remind them that the signature and date are crucial items. Whenever possible, references should be mailed back to CCAI –FL through regular postal mail, however, when absolutely necessary, we can accept references by fax.

Our mailing address is:

CCAI-FL
5814 Old Pasco Road
Wesley Chapel, FL 33544

Our fax is: 813-994-1004

Each reference form has a cover letter for you to insert the name(s) of the reference. On the form itself, please insert the reference name in the first section, and your name(s) in the second section.

In addition to the reference forms, we will need an *Affidavit of Good Moral Character for each individual applicant*. We will also need an *additional Affidavit of Good Moral Character Addendum for each individual applicant*.

We will be able to complete your application review once we have received two notarized Affidavits of Good Moral Character, two notarized Affidavits of Good Moral Character Addendums, the completed application, the application fee, and all five required references.

Please contact us with any questions or concerns. We can be reached at 813-994-1000 (ph), 813-994-1004(fx) or ccaifl@chinesechildren.org (email). Again, we are delighted you are interested in our services, and we look forward to assisting you with your “journey of a lifetime!”

Sincerely,

Your CCAI-Florida Staff