SAMPLE
THIS IS FOR INFORMATIONAL PURPOSES ONLY

AGENCY AUTHORIZATION LETTER

MUST BE TYPED ON
LICENSING AUTHORITY LETTERHEAD

Total of 3 letters – 2 of which are notarized, certified, and apostilled

Letter **must** include:

- Agency's name
- A sentence stating that Home Study Agency is authorized under their license to conduct adoptive home studies and provide post placement services (including post placement reports)
- Signature and title of Licensing Authority

_____
Signature of Licensing Authority

_____
Title

LETTER MUST BE LESS THAN ONE YEAR OLD!

STATE OF)
ss:
COUNTY OF)

Sworn to and subscribed before me a notary public in my presence this _____ day of _____, 20 _____.

_____
Notary