

CHECK LIST FOR ADOPTION

1. Affidavit of Inability to Pay Costs (schedule of income and expense/obligations of the applicant) to cover filing costs and service of process WITH attorney's IOLTA certificate
2. Original Petition For Adoption. Include both adoptive parents as petitioners (if applicable) and request name change for child, if applicable
3. Affidavit that petitioner(s) have complied with Interstate Compact on Placement of Children. Sec. 162.002 TFC
4. Health Insurance Information
5. Consent of Adoption by Child – if child is 12 years old or older
6. Pre-screen home study requested and prepared – will require Motion to Waive fees
7. Health, Social, Educational, Genetic History Report prepared and filed, if applicable. Medical History can be waived if petitioner is a relative of the child [BUT see 9 below.]
8. Medical History of Child is required of a parent who voluntarily relinquishes parental rights, TFC 161.1031, *for all pending and new adoption cases.*
9. Criminal History on both adoptive parents – Request to TX Dept Public Safety The petitioner(s) must obtain a fingerprint card from the DPS office, I30 at Beltline (\$10 per card) OR Lew Sterrett jail at corner of Industrial and Commerce (\$5 per card).

The fingerprint card is sent to the Department of Public Safety in Austin with the fee (\$15) for the criminal history investigation which includes the FBI. History is sent directly to the court.
10. Statement of the Evidence – when a party was cited by publication
11. Judgment- Order of Adoption. Be sure to recite in the decree portion of the order that both petitioners are granted the adoption and change the name of the child if applicable.
12. Prepare the Adoption report form (obtained at time of filing petition) per TFC 108.003 and TX Health and Safety Code 192.009 (Certificate of Adoption) [**Remember to duplex into a two-sided form.**]
13. Prove up Script