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Adoption Checklist

- ☐ **Payment**
- ☐ **Signed and initialed advisement Form**
- ☐ **Personalized Data Form**- Fully completed for each adult in the home
- ☐ **Notarized Consent Form**-One for each adult and child for each professional or entity listed on the personal data form.
- ☐ **Criminal Records Check** (with fingerprints) for each adult in the home
  - o Get card at DPS.
  - o Get fingerprints taken at Police Dept.
  - o Mail to Austin with payment and letter.
- ☐ **Request for Child Abuse/Neglect Central Registry Check**
  - o Complete the DPRS records request form from the website for each adult in the home and email to the address provided on the form.
- ☐ **Collateral Questionnaire** (minimum of 3)
  - o Print a copy for each person you wish to have complete one.
  - o They should mail it directly to ME.
- ☐ **Adult Child Questionnaire** to be completed by all of your adult children.
- ☐ **Child Care Questionnaire** sent directly to me from the daycare.
- ☐ **School Questionnaire** sent directly to me from the school.
- ☐ **Marriage and Divorce Documents** for the parent and stepparent
- ☐ Provide a current **Statement of Health** by a physician for the adopting parent and the child(ren) to be adopted.
- ☐ Provide a current **Statement of Emotional Status** by each psychiatrist or therapist that the adopting parent, spouse, or the children have seen or are currently seeing.
- ☐ **Financial Records**
  - o See your attorney or CPA for details if needed. The fully completed information on your Personal Data Sheets will suffice
- ☐ Provide **a copy of School Records** for each child in your home and each child for which you are seeking adoption.
- ☐ **Verification of Employment** for the adopting parent and their spouse.
- ☐ A basic **sketch of the floor plan of the home** showing dimensions and purposes of all rooms in the home, **along with photographs of the outside areas of the grounds used by the child.** It does not need to be architectural plans, or extreme detail, but please make it something legible that the court could easily review.