

Instructions & Forms for an Adult Adoption in Texas with a Name Change (Set B)

These instructions explain the steps to adopt an adult in Texas. Each step includes a link to the form or forms needed for that step.

Have you read the [Frequently Asked Questions](#) [1]? These instructions are part of this TexasLawHelp.org toolkit: I want to adopt an adult in Texas. It's important to read the Frequently Asked Questions included with the toolkit before getting started.

WARNING! These instructions provide general information, not legal advice. It's a good idea to talk with a lawyer about your particular situation.

You can print these instructions to use as a checklist.



Step 1 Fill out your court forms

If you are asking the court for an adoption of an adult and the adult being adopted (the “adult adoptee”) wants a name change, fill out the starting forms.

[Original Petition for Adoption of an Adult \(Set B\)](#) [2]. This form (called the Petition) asks the judge to order the adoption.

Print your answers using blue or black ink. Do not leave blanks.

Who are the petitioners? Here, the petitioners are the people asking the court to sign the decree of adoption. Because the adult adoptee is asking for a name change, they are a petitioner, too.

If the person who wants to adopt someone is married, their spouse must also sign the Petition. See [Texas Family Code 162.503\(b\)](#) [3]. Even though the spouse of a petitioner in an adoption case must also join in the adoption case as a petitioner, the spouse may ask the court not to grant the adoption to both spouses, and only to one. Talk with a lawyer if this is an issue in your case.

Who is the adult adoptee? The adult being adopted is the adult adoptee. (If the adult adoptee is asking for a name change you and the adult adoptee must fill out the Petition together because the Petition asks for personal information specific to the adult adoptee.). The adult adoptee must sign it in front of a notary public.

Important: If the adult adoptee's current legal name (before the adoption) is different from the name that appears on the adult's adoptee's birth certificate, the Petition and Decree of Adoption need to include both the adult adoptee's current legal name and the name that appears on the adult adoptee's birth certificate.

When you fill out the adult adoptee's name in the Petition and Decree, write the adult adoptee's current legal name first, then write "a.k.a." followed by the name that appears on the adult adoptee's birth certificate.

For example, if the adult adoptee's current legal name is Jane Doe, and the adult adoptee's name that appears on her birth certificate is Jane Roe, fill in the adult adoptee's name as follows: Jane Doe a.k.a. Jane Roe.

Fill out this starting form completely in blue or black ink.

If you are asking the Court for a name change of the adult adoptee, you **MUST** attach the following documents to your Petition:

- A legible and complete set of the adult adoptee's fingerprints on a fingerprint card in a form acceptable to the [Texas Department of Public Safety](#) [4] and Federal Bureau of Investigations. Write "Exhibit A" at the top.
- If the adult adoptee was convicted of a felony and it has been at least 2 years since the adult adoptee was discharged or completed probation or parole, attach proof from the [Texas Department of Criminal Justice](#) [5] for each conviction. Write "Exhibit B" at the top.
- If the adult adoptee is required to register as a sex offender, attach a copy of the Sex Offender Update form the adult adoptee submitted to local law enforcement notifying them you are asking the Court to change the adult adoptee's name. Write "Exhibit C" at the top.

Fill out this additional starting form if you cannot afford to pay the filing fee for your case. Call the district clerk's office in the county where you live to learn the filing fee for your adoption case.

- [Statement of Inability to Afford Payment of Court Costs](#) [6]

If you are filing a document in person, here is one more starting form to complete:

- [Civil Case Information Sheet](#) [7] (NOTE: the [Texas Supreme Court has repealed the rule requiring the civil case information sheet](#) [8], so you may not need this form. If you are filing paper documents in person at the clerk's office, you should complete it and bring it anyway, however.).

Fill out the following **ending forms**:

- [Decree of Adoption of an Adult \(Set B\)](#) [9]. Fill out this form completely (except for the judge's signature).
- [Certificate of Adoption \(VS-160\)](#) [10]. Fill out sections 1–3 of this form. Make sure to fill out the adult adoptee's information in Section 1 as it currently appears on the adult adoptee's birth certificate.
- [VS 140 - Texas Birth Certificate Application](#) [11]



Step 2 Have your forms reviewed (if possible)

Although not required, it's a good idea to have a family law lawyer review your completed forms. Family law lawyers specialize in cases involving families, such as adoptions.

You can hire a lawyer *just* to review your forms. Hiring a lawyer for a limited purpose is called [limited scope representation](#) [12]. You can then finish your case yourself.

Use our [Legal Help Finder](#) [13] to search for a lawyer referral organization in your county.

If you have a low income, you may be able to have your forms reviewed for free at a legal clinic. Use our [Legal Clinic Calendar](#) [14] to search for free legal clinics in your area.



Step 3 Make copies of your starting forms

Make two copies of your completed [Original Petition for Adoption](#) [2].

Make two copies of your completed [Statement of Inability to Afford Payment of Court Courts](#) [15] only if you are asking the court to waive court costs.

You do not need copies of the [Civil Case Information Sheet](#) [16].



Step 4 File your Petition and other starting forms with the clerk

File (turn in) your completed petition and other starting forms with the district court clerk in the county where you live.

- To file your forms online, go to [E-File Texas](#) [17] and follow the instructions.
 - To file your forms in person, take your Petition and additional starting forms (and copies) to the district clerk's office in the county where you live.

At the clerk's office:

- Turn in your [Petition \[2\]](#) and other starting forms (and copies).
- Pay the filing fee (or file your completed [Statement of Inability to Afford Payment of Court Costs \[6\]](#) if you cannot afford the fee).
- Ask the clerk if there is a local standing order that you need to follow or attach to your Petition.
- Ask the clerk if there are local rules or procedures you need to know about for your case.
- The clerk will write your **cause number** and **court number** at the top of the first page of your Petition. (Write these numbers at the top of any document you file in your case.)
- The clerk will **file stamp** your copies with the date and time. The clerk will keep the original and return your copies.



Step 5 Give the adult adoptee a file-stamped copy of your petition and ask the adult adoptee to sign court forms

Give the adult adoptee:

- a file-stamped copy of your [Original Petition for Adoption of an Adult \[2\]](#),
- a blank Consent of Adult Subject to Adoption (Set B), and
- a completed Decree of Adoption of an Adult form.

Ask the adult adoptee to complete these 2 steps:

(1) **FILL OUT and SIGN** the [Consent of Adult Subject to Adoption form \[18\]](#). Tell the adult adoptee to sign the consent at least one day **after** you filed the Petition. Otherwise, the adult adoptee will have to redo it.

(2) **SIGN** the completed [Decree of Adoption of an Adult form \[9\]](#).

The Decree of Adoption of an Adult form must be completely filled out when the adult adoptee signs it. You **CANNOT** make changes to the decree form after it has been signed by the adult adoptee, unless the adult adoptee initials each change.

(3) **RETURN** the signed forms to you.

You (and your spouse, if applicable) should also:

- sign the [Decree of Adoption of an Adult form](#) [9], and
- make a copy of the [Consent of Adult Subject to Adoption form](#) [18] that was filled out and signed by the adult adoptee.



Step 6 File the Consent of Adult Subject to Adoption form with the clerk

File (turn in) the completed and signed [Consent of Adult Subject to Adoption](#) [18] form into your open case number with the district court clerk in the county where you live.

- To file the form online, go to [E-File Texas](#) [17] and follow the instructions.
 - To file the form in person, take the completed and signed Consent of Adult Subject to Adoption form (and copy) to the district clerk's office in the county where you live.

At the clerk's office:

- Turn in the [Consent of Adult Subject to Adoption form](#) [18] (and copy).
- The clerk will **file-stamp** your copy with the date and time. The clerk will keep the original and return your copy to you.



Step 7 Go to court with your spouse (if applicable) and the adult adoptee to finish your case.

If you have turned in the signed Consent of Adult Subject to Adoption form **and** all petitioners (including spouse, if applicable, and the adult adoptee) have signed the completed Decree of Adoption of an Adult form, you can all go to court to finish your adoption.

- Call the clerk's office to learn when and where the court hears uncontested adoption cases.

- Some courts will schedule your adoption hearing for a specific date and time. Other courts do not require scheduled hearings, and instead allow you to come to court at a time that the judge hears cases on a first-come first-served basis on the “uncontested docket.”
- Read the article [Tips for the Courtroom](#) [19] for more information about going to court.
 - Bring these papers with you to the courthouse on the day you plan to finish your adoption.
 - A file-stamped copy of your Original Petition for Adoption of an Adult;
 - A file-stamped copy of the Consent of Adult Subject to Adoption form signed by the adult adoptee;
 - A completed Decree of Adoption of an Adult signed by you (your spouse, if applicable) and the adult adoptee;
 - A completed [Certificate of Adoption](#) [20].
 - When you get to the courthouse, go to the clerk’s office.
 - Ask the clerk if you need the court file or docket sheet (list of what has been filed in your case).
 - When you get to the courtroom, tell the clerk you are there. Sit down until the judge calls your case.
 - When the judge calls your case, you, (your spouse, if applicable) and the adult adoptee should walk to the front of the courtroom and stand in front of the judge’s bench. The judge will have each of you raise your right hand and swear to tell the truth. Be prepared to quickly tell the judge: who you are, how you are related to the adult adoptee, that you are asking the judge for an adoption of the adult, a name change for the adult, and why the name change is in the adult’s best interest or in the interest of the public. It’s a good idea to write down everything you want to say so you can read it to the judge if you get nervous.
 - The judge will listen to what you say and review your papers. If everything is in order the judge will sign your Decree of Adoption of an Adult.



Step 8 File the signed order with the clerk

After the judge signs the [Decree of Adoption of an Adult](#) [9], go back to the clerk’s office.

File (turn in) the signed Decree of Adoption of an Adult signed by the judge. The case is NOT final until you do so.

Give the court clerk the [Certificate of Adoption](#) [20] and ask the court clerk to fill out, sign and seal section 4.

Make sure the clerk fills out section 4 completely and stamps it with the clerk's official seal. Box 46 should be filled in with the adult adoptee's NEW NAME as ordered by the judge.

Get at least six (6) certified copies of your Decree of Adoption of an Adult from the clerk while you are there. The clerk may charge a fee for the certified copies. Three (3) copies are for you and three (copies) are for the adult adoptee. Order more than six (6) if you think you might need more.

Important: You will not be able to get certified copies of the Decree of Adoption of an Adult without going to court and asking a judge to formally unseal the adoption file. It is very important that you order as many certified copies at this time as you and the adult adoptee might ever need so that you do not have to go to court to ask a judge to unseal the adoption file in the future.

Ask for the original Certificate of Adoption, and get two (2) copies of the Certificate of Adoption from the clerk while you are there. The clerk may charge a fee for the copies. You will use the original Certificate of Adoption to order a new birth certificate of the adult adoptee.



Step 9: After your case is finished

Follow these steps after your case is finished.

Give three (3) certified copies of the Decree of Adoption of an Adult signed by the judge to the adult you adopted.

- Send the original [Certificate of Adoption \(VS-160\)](#) [10] to the Vital Statistics Unit, Texas Department of State Health Services together with a [VS 140 - Texas Birth Certificate Application](#) [11] and the required fees. DO NOT SKIP THIS STEP. This step is required for the central adoption registry and to order the new birth certificate. Follow the instructions on the instruction sheet of the forms VS-160 and VS-140. Call 888-963-7111 if you have questions on completing the Vital Statistics Unit forms.

If a name change was ordered, the adult adoptee will want to notify these additional agencies of the name change:

- For a Texas driver's license, contact: [Texas Department of Public Safety](#) [21], 512-424-2600.
- For a Social Security Card, contact: [Social Security Administration](#) [22].

Congratulations! You have finalized your adoption.

© TexasLawHelp.org - Source URL: <https://texaslawhelp.org/checklist/instructions-forms-adult-adoption-texas-with-name-change-set-b>

Links

- [1] <https://texaslawhelp.org/article/adult-adoption-texas-faqs>
- [2] <https://texaslawhelp.org/form/adult-adoption-with-name-change-petition-set-b>
- [3] <https://statutes.capitol.texas.gov/Docs/FA/htm/FA.162.htm#162.503>
- [4] https://www.dps.texas.gov/administration/crime_records/pages/applicantfingerprintservices.htm
- [5] <https://www.tdcj.texas.gov/>
- [6] <https://texaslawhelp.org/article/court-fees-fee-waivers>
- [7] https://texaslawhelp.org/sites/default/files/pr-gen-116_civil_case_information_sheet.pdf
- [8] <https://www.txcourts.gov/media/1442977/189163.pdf>
- [9] <https://texaslawhelp.org/form/adult-adoption-with-name-change-decree>
- [10] <https://www.dshs.texas.gov/vs/Site-Revisions/Vital-Statistics-Partners/VS160-rev-09-2019-with-application.pdf>
- [11] https://www.dshs.texas.gov/uploadedFiles/Content/Chief_Operating_Officer/vs/reqproc/forms/Issuance_Birth_Final.pdf
- [12] <https://texaslawhelp.org/limited-scope>
- [13] <https://texaslawhelp.org/legal-help/legal-help-finder>
- [14] <https://texaslawhelp.org/legal-clinic-calendar>
- [15] <https://texaslawhelp.org/guided-form/statement-inability-afford-payment-court-costs-fee-waiver>
- [16] <https://texaslawhelp.org/form/civil-case-information-sheet>
- [17] <https://efile.txcourts.gov/ofswb>
- [18] <https://texaslawhelp.org/form/adult-adoption-consent-with-name-change-set-b>
- [19] <https://texaslawhelp.org/article/tips-courtroom>
- [20] <https://www.dshs.texas.gov/vs/reqproc/forms/vs160.pdf>
- [21] <http://www.txdps.state.tx.us>
- [22] <http://http://www.socialsecurity.gov/>

[Click here to chat.](#)

Cause Number: _____
(The Clerk's office will fill in the Cause Number and Court Number when you file this form.)

In the Interest of:
(Full name the adult to be adopted.)

In the _____
Court Number

- District Court
- County Court at Law of:

An Adult.

_____ County, Texas

Original Joint Petition for Adoption of an Adult and Change of Name of Adult

This suit for adoption of an adult and change of the name of the adult adoptee is brought by the joint petitioners named below.

1. Parties.

Petitioner 1

Petitioner 1, who is asking the Court to order the adoption of the Adult Adoptee, is named

First Middle Last

Check ALL that apply and write in required information. Write "N/A" if the information does not apply.

- State where Petitioner 1's driver's license was issued in: _____
- The last three numbers of Petitioner's license number are: _____
- Petitioner 1 does not have a driver's license.
- The last three numbers of Petitioner's social security number are: _____
- Petitioner 1 does not have a social security number.
- Petitioner 1 is not married.
- Petitioner 1 is married. Petitioner 1's spouse's information is below. Petitioner 1's spouse and Petitioner 1 bring this suit for adoption together with the Petitioner-Adult Adoptee.
- Petitioner 1 is not related to the adult.
- Petitioner 1 is related to the adult. Petitioner 1 is the adult's:

Petitioner 1's relationship to the adult being adopted

Petitioner 2

Petitioner 1, who is asking the Court to order the adoption of the Adult Adoptee, is married to Petitioner 1. **Petitioner 2** is a Co-Petitioner. Petitioner 2's name is:

First Middle Last

Check ALL that apply and write in required information. Write "N/A" if the information does not apply.

- State where Petitioner 2's driver's license was issued in: _____
- The last three numbers of Petitioner 2's license number are: _____
- Petitioner 2 does not have a driver's license.
- The last three numbers of Petitioner's social security number are: _____
- Petitioner 2 does not have a social security number.
- Petitioner 2 is not married.
- Petitioner 2 is married. Petitioner 1's spouse's information is below. Petitioner 1's spouse and Petitioner 2 bring this suit for adoption together and will be referred to in this document as "Adopting Petitioners."
- Petitioner 2 is not related to the adult.
- Petitioner 2 is related to the adult. Petitioner 2 is the adult's:

Petitioner 2's relationship to the adult

The proposed Adult Adoptee ("Petitioner-Adult Adoptee") is a co-petitioner.

Petitioner-Adult Adoptee.

The Petitioners ask the Court to make orders about the following adult who is over the age of 18:

Name of adult

County of residence

2 Discovery Level.

The discovery level in this case, if needed, is Level 2.

3. Jurisdiction.

There are no court orders about the adult. No other Court has continuing jurisdiction over this case or the adult. This court has authority to decide this case because the Petitioner resides (or Petitioners, if married, reside) in this county.

4 Consent of Adult Adoptee.

The consent of the adult to be adopted (the Adult Adoptee) will be obtained and filed in this case.

5. Court-Ordered Relationships.

There are no court-ordered relationships over the Adult Adoptee subject of this suit at this time.

6. Name Change of Adult Adoptee.

Adult Adoptee requests a change of name to: _____
Requested name change of Adult Adoptee

The reason Petitioners request to change Petitioner-Adult Adoptee's name is because of this adoption.

The requested name change is in the Adult Adoptee's best interest or benefit and in the interest of the public.

Adult Adoptee's date of birth is:

Adult Adoptee's place of birth is: _____
Month Day Year
City County State Country

Adult Adoptee is: (Check one) Male Female Adult Adoptee's race is: _____

Adult Adoptee's home address is: _____

Driver's License Numbers of Petitioner-Adult Adoptee

All **driver's license numbers** issued to Petitioner-Adult Adoptee within the last 10 years are listed below:

Driver's license number: _____ State of issuance: _____

Driver's license number: _____ State of issuance: _____

Driver's license number: _____ State of issuance: _____

Adult Adoptee has not had a driver's license in the last 10 years.

Petitioner-Adult Adoptee's Social Security Number

(Check and complete if applicable.):

Petitioner-Adult Adoptee's **Social Security Number** is: _____

Petitioner-Adult Adoptee does not have a social security number.

Petitioner-Adult Adoptee's FBI Number, SID Number, or Other Criminal ID

Petitioner-Adult Adoptee's FBI Number:

(Check if applicable.)

Petitioner-Adult Adoptee does not have an **FBI** (Federal Bureau of Investigations) number, **SID** (State Identification) number, or other reference number to a criminal history record.

Petitioner-Adult Adoptee's FBI number is: _____

Petitioner-Adult Adoptee's SID Number

If Petitioner-Adult Adoptee has a State Identification Number in Texas's computerized criminal history system, check the box below and write it here.

Adult Adoptee's SID number is: _____

Petitioner–Adult Adoptee’s Other Criminal History Record Numbers

(Include jurisdiction of record)

If Petitioner-Adult Adoptee has an identification number any computerized criminal history system OUTSIDE of Texas, check the box below and write it here.

Adult Adoptee’s other reference number to a criminal history record is: _____

Petitioner–Adult Adoptee Felony, Class A Misdemeanor, or Class B Misdemeanor Criminal History Record Numbers

Petitioner–Adult Adoptee (Check one.):

has NOT been charged with a class A or B misdemeanor or felony.

has been charged with the following class A or B misdemeanors or felonies.
(If more space is needed, attach an additional page.)

Offense _____
Cause Number _____
County _____
Court Number _____
Court District Court County Court

Offense _____
Cause Number _____
County _____
Court Number _____
Court District Court County Court

Adult Adoptee (Check at least one.)

Has **not** been finally convicted of any felony.

Has been finally convicted of a felony but was pardoned.

Has been the subject of a final felony conviction and: (Check one.):

At least two years have passed since Adult Adoptee has been released from jail. The certificate of discharge from the Texas Department of Criminal Justice is attached.

At least two years have passed since Adult Adoptee has completed court-ordered community supervision or juvenile probation.

Sex Offender Registration Program.

_____, the Adult Adoptee, is not subject to the registration requirements of the Sex Offender Registration Program set out in Chapter 62 of the Texas Code of Criminal Procedure.

Or _____, the Adult Adoptee, is subject to the registration requirements of the Sex Offender Registration Program set out in Chapter 62 of the Texas Code of Criminal Procedure. (If yes – The Adult Adoptee must submit to Adult Adoptee’s local law enforcement a completed Sex Offender Update Form to notify them that Adult Adoptee is changing his or her name. A copy of this notification must be attached to this Petition.)

Fingerprints.

Petitioner includes with this Petition a legible and complete set of Adult Adoptee's fingerprints on a fingerprint card acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation.

7. Request for Judgment.

Petitioners ask that the Court grant the adoption between the Petitioners and the Adult Adoptee subject of this suit. Further, Petitioners ask the court to order the clerk to seal the file and minutes of the court; make the orders Petitioners have asked for in this Petition; and make any other orders to which Petitioners are entitled. Petitioners ask for general relief.

Respectfully,

Petitioner 1

Petitioner 1 signs above

Signed on date

Petitioner 1 prints full name.

Petitioner 1 full address (city/state/ZIP).

Petitioner 1's email address.

Petitioner 1's phone number.

Petitioner 2 (Leave this section blank if there is no Petitioner 2)

Petitioner 2 signs above

Signed on date

Petitioner 2 prints full name.

Petitioner 2 full address.

Petitioner 2's email address.

Petitioner 2's phone number.

Petitioner–Adult Adoptee

Petitioner–Adult Adoptee signs above

Signed on date

Petitioner–Adult Adoptee prints full name.

Petitioner–Adult Adoptee full address.

Petitioner–Adult Adoptee’s email address.

Petitioner–Adult Adoptee’s phone number.

By signing below, Petitioners agree that they must notify the Court in writing if their mailing addresses or email address change during these proceedings. If this information is not updated, notices about this case will be sent to the mailing addresses or email addresses on this form.

Petitioner 1’s Signature

Date

Petitioner 2’s Signature

Date

Petitioner–Adult Adoptee’s Signature

Date

Verification (Petitioner–Adult Adoptee must sign in front of a notary below.)

I am Petitioner–Adult Adoptee and the proposed Adult Adoptee. I swear under oath that the facts stated in this Original Joint Petition for Adoption of an Adult and Change of Name of Adult are true and correct.

Signature of Adult Adoptee-Petitioner **ONLY sign in front of a notary!**

Notary fills out below.


State of _____
(Print name of state where this petition is notarized)

County of _____
(Print the name of the county where this Petition is notarized)

Sworn to and subscribed before me, the undersigned notary, on this date: _____ / _____ / _____

by _____
(Print name of person who is signing this Petition. NOT the notary's name.)

[Notary Stamps Here]


Notary's Signature

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA.

Cause Number: _____

In the Interest of:

(Full name the adult to be adopted.)

In the _____
Court Number

- District Court
- County Court at Law of:

An Adult

_____ County, Texas

Adult's Agreement to Be Adopted

I am the Adult Adoptee in this matter.

My date of birth is: _____
Month Day Year

Check one

- I am 18 years of age or older.
- I am younger than age 18 but have been legally emancipated.

If you are under 18 and were legally emancipated, please complete the following:

The court order emancipating me was made in _____
County, _____ (state). The cause number for the order is
_____.

- I am younger than age 18 and was legally married on _____ (date) in
_____ (county), _____ (state),
_____ (country).

The place I was born is: _____
City State Country

Consent

I want to be adopted by the Petitioner(s), and I agree to be adopted by the Petitioner(s).

Signature of Adult Adoptee

Signature of Adult Adoptee

Date

CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): _____ COURT (FOR CLERK USE ONLY): _____

STYLED _____

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

1. Contact information for person completing case information sheet: Name: _____ Email: _____ Address: _____ Telephone: _____ City/State/Zip: _____ Fax: _____ Signature: _____ State Bar No: _____	Names of parties in case: Plaintiff(s)/Petitioner(s): _____ Defendant(s)/Respondent(s): _____ _____ _____ _____ _____	Person or entity completing sheet is: <input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____ Additional Parties in Child Support Case: Custodial Parent: _____ Non-Custodial Parent: _____ Presumed Father: _____ _____
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[Attach additional page as necessary to list all parties]

2. Indicate case type, or identify the most important issue in the case (select only 1):

Civil		Family Law			
Contract <i>Debt/Contract</i> <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: _____ <i>Foreclosure</i> <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract: _____	Injury or Damage <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation <i>Malpractice</i> <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: _____ <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises <i>Product Liability</i> <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: _____ <input type="checkbox"/> Other Injury or Damage: _____	Real Property <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: _____ Related to Criminal Matters <input type="checkbox"/> Expunction <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other: _____	Marriage Relationship <input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void <i>Divorce</i> <input type="checkbox"/> With Children <input type="checkbox"/> No Children Other Family Law <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other: _____	Post-judgment Actions (non-Title IV-D) <input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other Title IV-D <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocal (UIFSA) <input type="checkbox"/> Support Order Parent-Child Relationship <input type="checkbox"/> Adoption/Adoption with Termination <input type="checkbox"/> Child Protection <input type="checkbox"/> Child Support <input type="checkbox"/> Custody or Visitation <input type="checkbox"/> Gestational Parenting <input type="checkbox"/> Grandparent Access <input type="checkbox"/> Parentage/Paternity <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Other Parent-Child: _____	
Employment <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment: _____	Other Civil <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Antitrust/Unfair Competition <input type="checkbox"/> Code Violations <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other: _____				
Tax <input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax	Probate & Mental Health <i>Probate/Wills/Intestate Administration</i> <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings <input type="checkbox"/> Guardianship—Adult <input type="checkbox"/> Guardianship—Minor <input type="checkbox"/> Mental Health <input type="checkbox"/> Other: _____				

3. Indicate procedure or remedy, if applicable (may select more than 1):

<input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action	<input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment	<input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> Turnover
---	---	---

4. Indicate damages sought (do not select if it is a family law case):

Less than \$100,000, including damages of any kind, penalties, costs, expenses, pre-judgment interest, and attorney fees
 Less than \$100,000 and non-monetary relief
 Over \$100,000 but not more than \$200,000
 Over \$200,000 but not more than \$1,000,000
 Over \$1,000,000

NOTICE: THIS DOCUMENT CONTAINS SENSITIVE DATA



Cause Number: _____
(The Clerk's office will fill in the Cause Number when you file this form)

Plaintiff: _____
(Print first and last name of the person filing the lawsuit.)

And

In the _____ (check one):
Court _____
Number _____
 District Court
 County Court / County Court at Law
 Justice Court

Defendant: _____ Texas
(Print first and last name of the person being sued.) County _____

**Statement of Inability to Afford Payment of Court Costs
or an Appeal Bond in Justice Court**

1. Your Information

My full legal name is: _____ My date of birth is: ____ / ____ / ____
First Middle Last Month/Day/Year

My address is: (Home) _____
(Mailing) _____

My phone number: _____ My email: _____

About my **dependents**: "The people who depend on me financially are listed below.

<i>Name</i>	<i>Age</i>	<i>Relationship to Me</i>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

2. Are you represented by Legal Aid?

I am being represented in this case for free by an attorney who works for a legal aid provider or who received my case through a legal aid provider. I have attached the certificate the legal aid provider gave me as 'Exhibit: Legal Aid Certificate.

-or-

I asked a legal-aid provider to represent me, and the provider determined that I am financially eligible for representation, but the provider could not take my case. I have attached documentation from legal aid stating this.

or-

I am not represented by legal aid. I did not apply for representation by legal aid.

3. Do you receive public benefits?

I do not receive needs-based public benefits. - or -

I receive these **public benefits/government entitlements** that are based on indigency:

(Check ALL boxes that apply and attach proof to this form, such as a copy of an eligibility form or check)

- Food stamps/SNAP TANF Medicaid CHIP SSI WIC AABD
- Public Housing or Section 8 Housing Low-Income Energy Assistance Emergency Assistance
- Telephone Lifeline Community Care via DADS LIS in Medicare ("Extra Help")
- Needs-based VA Pension Child Care Assistance under Child Care and Development Block Grant
- County Assistance, County Health Care, or General Assistance (GA)
- Other: _____

4. What is your monthly income and income sources?

"I get this monthly income:

\$ _____ in monthly wages. I work as a _____ for _____.
Your job title Your employer

\$ _____ in monthly unemployment. I have been unemployed since (date) _____.

\$ _____ in public benefits per month.

\$ _____ from other people in my household each month: (List only if other members contribute to your household income.)

- \$ _____ from Retirement/Pension Tips, bonuses Disability Worker's Comp
 Social Security Military Housing Dividends, interest, royalties
 Child/spousal support
 My spouse's income or income from another member of my household (If available)

\$ _____ from other jobs/sources of income. (Describe) _____

\$ _____ is my **total monthly** income.

5. What is the value of your property?

"My **property** includes: **Value***

Cash	\$ _____
Bank accounts, other financial assets	_____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Vehicles (cars, boats) <small>(make and year)</small>	_____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other property (like jewelry, stocks, land, another house, etc.)	_____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total value of property	→ \$ _____

6. What are your monthly expenses?

"My **monthly expenses** are: **Amount**

Rent/house payments/maintenance	\$ _____
Food and household supplies	\$ _____
Utilities and telephone	\$ _____
Clothing and laundry	\$ _____
Medical and dental expenses	\$ _____
Insurance (life, health, auto, etc.)	\$ _____
School and child care	\$ _____
Transportation, auto repair, gas	\$ _____
Child / spousal support	\$ _____
Wages withheld by court order	\$ _____
Debt payments paid to: <small>(List)</small>	\$ _____
_____	\$ _____
_____	\$ _____
Total Monthly Expenses	→ \$ _____

*The value is the amount the item would sell for less the amount you still owe on it, if anything.

7. Are there debts or other facts explaining your financial situation?

"My **debts** include: (List debt and amount owed) _____

(If you want the court to consider other facts, such as unusual medical expenses, family emergencies, etc., attach another page to this form labeled "Exhibit: Additional Supporting Facts.") Check here if you attach another page.

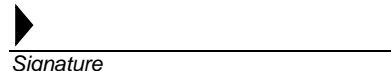
8. Declaration

I declare under penalty of perjury that the foregoing is true and correct. I further swear:

- I cannot afford to pay court costs.
 I cannot furnish an appeal bond or pay a cash deposit to appeal a justice court decision.

My name is _____ . My date of birth is : ____ / ____ / ____.

My address is _____
Street City State Zip Code Country

 signed on ____ / ____ / ____ in _____ County, _____
Signature Month/Day/Year county name State

**INFORMATION ON SUIT AFFECTING THE FAMILY RELATIONSHIP
(EXCLUDING ADOPTIONS)**

SECTION I GENERAL INFORMATION (REQUIRED)

STATE FILE NUMBER

1a. COUNTY _____ 1b. COURT NO. _____
1c. CAUSE NO. _____ 1d. DATE OF ORDER (mm/dd/yyyy) _____

2. TYPE OF ORDER (CHECK ALL THAT APPLY):

DIVORCE/ANNULMENT WITH CHILDREN (Sec. 1,2 AND 3) DIVORCE/ANNULMENT WITHOUT CHILDREN (Sec 1 AND 2)

ESTABLISHMENT OF COURT OF CONTINUING JURISDICTION (SEC 1 AND 3)
(Court Order Establishing Paternity, Conservatorship, Child Support or Termination of Parental Rights)

CHANGE IN THE NAME OF THE CHILD (SEC 1 AND 3)
(PROVIDE PRIOR AND NEW NAME OF CHILD IN SECTION 3)

TRANSFER OF COURT OR CONTINUING JURISDICTION (SEC 1,3 AND INFORMATION BELOW)

TRANSFER TO: COUNTY _____ COURT NO. _____ STATE COURT ID# _____

3a. NAME OF ATTORNEY FOR PETITIONER	3b. TELEPHONE NUMBER (including area code)
3c. CURRENT MAILING ADDRESS (STREET AND NUMBER OR P.O BOX, CITY, STATE, ZIP)	

SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

PETITIONER	4. NAME (FIRST MIDDLE LAST SUFFIX)		5. MAIDEN LAST NAME (NAME BEFORE 1 ST MARRIAGE)	
	6. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)	7. RACE	8. DATE OF BIRTH (mm/dd/yyyy)	
	9. USUAL RESIDENCE	STREET NAME & NUMBER	CITY	STATE
RESPONDENT	10. NAME (FIRST MIDDLE LAST SUFFIX)		11. MAIDEN LAST NAME (NAME BEFORE 1 ST MARRIAGE)	
	12. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY)	13. RACE	14. DATE OF BIRTH (mm/dd/yyyy)	
	15. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP)			
16. NUMBER OF MINOR CHILDREN	17. DATE OF MARRIAGE (mm/dd/yyyy)	18. PLACE OF MARRIAGE (CITY AND STATE OR FOREIGN COUNTRY)		

SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

CHILD 1	19a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	19b. DATE OF BIRTH (mm/dd/yyyy)	19c. SEX	19d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	19e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			
CHILD 2	20a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	20b. DATE OF BIRTH (mm/dd/yyyy)	20c. SEX	20d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	20e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			
CHILD 3	21a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)			
	21b. DATE OF BIRTH (mm/dd/yyyy)	21c. SEX	21d. BIRTHPLACE (CITY, COUNTY AND STATE)	
	21e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE			

ADDITIONAL CHILDREN LISTED ON BACK OF THE FORM.

I CERTIFY THAT THE ABOVE ORDER WAS GRANTED ON THE DATE AND PLACE AS STATED. _____
SIGNATURE OF THE CLERK OF THE COURT

WARNING: This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document. VS-165 REV 07/2017

ADDITIONAL CHILDREN AFFECTED BY THIS SUIT FROM SECTION 3 (IF APPLICABLE)

CHILD 4	23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	23b. DATE OF BIRTH (mm/dd/yyyy)	23c. SEX	23d. BIRTHPLACE (CITY, COUNTY AND STATE)
	23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 5	24a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	24b. DATE OF BIRTH (mm/dd/yyyy)	24c. SEX	24d. BIRTHPLACE (CITY, COUNTY AND STATE)
	24e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 6	25a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	25b. DATE OF BIRTH (mm/dd/yyyy)	25c. SEX	25d. BIRTHPLACE (CITY, COUNTY AND STATE)
	25e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		

Instructions for Completing the Suit Affecting Parent Child Relationship Form**GENERAL REQUIREMENT:**

All divorces/annulments (with or without children) and all suits affecting the parent-child relationship must be reported through the clerk of the court to the State Vital Statistics Unit (VSU).

Consolidated reporting by petitioners, attorneys, and the courts is designed to make mandatory reporting more efficient, timely, and improve the quality of reporting. However, this reporting system is only as good or timely as you make it; therefore, your attention in completing and filing this report is critical.

Legal basis for this reporting is contained in Health and Safety Code §194.002 and Texas Family Code §§108.001-.002 and 108.004.

For information concerning reporting or questions about this form, contact field services at fieldservices@dshs.texas.gov or by phone at 512-776-3010.

The VSU-165 form must be printed double-sided (one sheet not two).

For information on the court of continuing jurisdiction of a child, contact VSU at (888) 963-7111 ext. 2529. Inquiries should be addressed to VSU, 1100 West 49th Street, Austin, Texas, 78756-3191; inquiries may also be faxed to (512) 776-7164 .

SECTION 1 GENERAL INFORMATION (REQUIRED)

This section must be completed for each report filed.

- 1a – d. Enter the required information to identify the court proceeding.
- 2. Check the type of suit being reported. This determines also which sections of the form must be completed. If more than one type of order applies, check all that apply. Transfers from one jurisdiction to another must be reported in this section (if court number is unknown, specify "unknown").
- 3a – c. Complete the attorney information to assist in questions or follow up. If case was pro se, please enter the information of the person completing this form.

SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE

All divorces/annulments must be reported, even if there were no minor children. All information is required.

- 4-9. Report the Petitioner's information including maiden name (if applicable).
- 10-15. Report the Respondent's information, including maiden name (if applicable).
- 16. Report the number of minor children affected by this divorce; if none, record "0." This number must correspond to the listing of children in Section 3.
- 17-18. Enter the date and place of the marriage being dissolved.

SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT

Every child affected by the suit being reported must be listed, and all items concerning that child must be completed. If more than three children are affected, check the "additional children listed on back of form" box, and continue to list the additional children. If more than 6 children complete section 3 on another form, label it "continuation" and attached the continuation form to the original form.

Cause Number: _____

(The Clerk's office will fill in the cause number and court number when you file this form.)

In the Interest of:

(Print the full name the adult to be adopted.)

An Adult.

In the _____
Court Number

District Court
 County Court at Law of:

_____ County, Texas

Decree of Adoption of an Adult

A hearing took place today. The following people were present.

1. Appearances.

The Petitioner is (are): _____
First Middle Last

(Print second Petitioner's name, if applicable) _____
First Middle Last

The Petitioner(s) appeared in person without a lawyer.

The Adult Adoptee is: _____
First Middle Last

The Adult Adoptee appeared in person without a lawyer.

2. Jurisdiction.

The Court finds that it has jurisdiction over this case, the parties, and that no other court has continuing jurisdiction over this case. The Court further finds that the Petitioner(s) reside in this county.

3. Record.

(The Court fills out this section)

A court reporter did or did not record today's hearing.

4. Findings.

4.1. **Consent.** The Court finds that the adult to be adopted (the Adult Adoptee) has consented to this adoption in a written consent on file in this case.

4.2. **Court-ordered relationships.** The Court finds that there are no court-ordered relationships over the Adult Adoptee subject of this suit at this time.

4.3. **Personal information.** The Court finds the Adult Adoptee's personal information is as follows:

a. _____
Adult Adoptee's current legal name
is the Adult Adoptee subject of this suit.

b. The name listed on Adult Adoptee's birth certificate is:

c. Adult Adoptee's date of birth is: _____
Month Day Year

d. Adult Adoptee's place of birth is: _____
City County State Country

e. Adult Adoptee is: (Check one) Male Female

f. Adult Adoptee's race is: _____

g. Adult Adoptee's home address is: _____

h. All driver's license numbers issued to Adult Adoptee within the last 10 years are listed below:

Driver's license _____ State of issuance: _____

Driver's license _____ State of issuance: _____

Driver's license _____ State of issuance: _____

Or Adult Adoptee has not had a driver's license in the last 10 years.

i. Adult Adoptee's Social Security Number is: _____

Or Adult Adoptee does not have a social security number.

j. Adult Adoptee (Check one):

does not have an FBI (Federal Bureau of Investigations) number, SID (State Identification) number, or other reference number to a criminal history record.

Adult Adoptee's FBI number is:

Adult Adoptee's SID number is:

Adult Adoptee's other reference number to a criminal history record is:

k. Adult Adoptee: *(Check one)*.

has not been charged with a class A or B misdemeanor or felony.

Or has been charged with the following class A or B misdemeanors or felonies.

Offense _____

Cause Number _____

County _____

Court Number _____

Court District Court County Court

Offense _____

Cause Number _____

County _____

Court Number _____

Court District Court County Court

Offense _____

Cause Number _____

County _____

Court Number _____

Court District Court County Court

- l. **Adult Adoptee:** *(Check at least one).*
- Has **not** been finally convicted of any felony.
- Or** Has been finally convicted of a felony but was pardoned.
- Or** Has been the subject of a final felony conviction and: *(Check one.):*
- At least two years have passed since Adult Adoptee has been released from jail. The certificate of discharge from the Texas Department of Criminal Justice is attached.
- At least two years have passed since Adult Adoptee has completed court ordered community supervision or juvenile probation.
- m. **Adult Adoptee:** *(Check one).*
- is **not** required to register as a sex offender.
- is required to register as a sex offender and has submitted a Sex Offender Update Form to local law enforcement and the proof of such submission is on file in this case.
- n. A legible and complete copy of Adult Adoptee's fingerprints are on file in this case.
- o. The requested name change is in the Adult Adoptee's interest or benefit and in the interest of the public.

5. Orders

5.1. **Adoption Granted.** It is ORDERED that the adoption of the Adult Adoptee subject of this suit and the Petitioner(s) is GRANTED, and the Adult Adoptee is the:

(Check one) son daughter of the Petitioner(s) for all purposes.

5.2. **Name Changed.** The Court ORDERS that Adult Adoptee's name is changed from:

Current name:

First

Middle

Last

To this name:

First

Middle

Last

5.3. **Report Transmitted; Files Sealed.** IT IS FURTHER ORDERED that after entry of final orders in this case, a certified report of adoption in accordance with section 108.003 of the Texas Family Code shall be transmitted to the Bureau of Vital Statistics at Austin, Texas. All papers and records in this case, including the minutes of the Court, are ORDERED sealed.

Judge's Signature

Date

APPROVED AS TO SUBSTANCE AND FORM:

Petitioner's Signature

Date

Petitioner's Signature

Date

Adult Adoptee's Signature

Date

**STATE OF TEXAS
CERTIFICATE OF ADOPTION
THIS IS A PERMANENT RECORD – PLEASE TYPE OR PRINT ONLY**

SECTION 1 PLEASE FURNISH THE BIRTH CERTIFICATE INFORMATION CURRENTLY ON FILE IN THE VITAL STATISTICS OFFICE. THIS INFORMATION IS NECESSARY TO LOCATE THE BIRTH CERTIFICATE

ORIGINAL BIRTH INFORMATION	1. NAME OF CHILD (BEFORE THIS ADOPTION) FIRST MIDDLE LAST			2. DATE OF BIRTH (mm/dd/yyyy)		3. SEX	
	4. TIME OF BIRTH	5. NAME OF HOSPITAL		6. CITY	7. COUNTY		8. STATE OR FOREIGN COUNTRY
	9. PARENT FIRST MIDDLE LAST MAIDEN			10. PARENT FIRST MIDDLE LAST MAIDEN			

SECTION 2 PLEASE ENTER THE INFORMATION AS IT IS TO APPEAR ON THE NEW BIRTH RECORD. All information below MUST be provided or a new birth certificate cannot be completed. Single-Parent Adoption – Complete Only The Appropriate Information Regarding The Adopting Parent

11. Is This a Step-Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Is This a Single Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Do You Want The Birth Record Changed Based on the Adoption Decree? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Adoptive <input type="checkbox"/> Biological	14. TITLE OF PARENT		<input type="checkbox"/> MOTHER		<input type="checkbox"/> FATHER		<input type="checkbox"/> PARENT	
	15. NAME OF PARENT FIRST MIDDLE		CURRENT LAST NAME		LAST NAME BEFORE MARRIAGE			
	16. DATE OF BIRTH		17. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		18. PARENT'S SOCIAL SECURITY NO. (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)			
<input type="checkbox"/> Adoptive <input type="checkbox"/> Biological	19. TITLE OF PARENT		<input type="checkbox"/> MOTHER		<input type="checkbox"/> FATHER		<input type="checkbox"/> PARENT	
	20. NAME OF PARENT FIRST MIDDLE		CURRENT LAST NAME		LAST NAME BEFORE MARRIAGE			
	21. DATE OF BIRTH		22. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		23. PARENT'S SOCIAL SECURITY NO. (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)			
PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH		24. STREET ADDRESS CITY COUNTY STATE ZIP				25. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PARENT(S) CURRENT ADDRESS		26. STREET ADDRESS CITY STATE ZIP				27. PARENT(S) TELEPHONE NUMBER:		
28. PARENT(S) EMAIL ADDRESS			29. SIGNATURE OF PARENT(S)					
MAIL BIRTH CERTIFICATE TO:		30. <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office		MAILING ADDRESS CITY STATE ZIP				

SECTION 3 PLEASE PROVIDE THE INFORMATION BELOW FOR THE CENTRAL ADOPTION REGISTRY

CENTRAL ADOPTION REGISTRY INFORMATION	31. BIOLOGICAL MOTHER FIRST MIDDLE LAST (MAIDEN)			32. SSN		
	33. BIOLOGICAL MOTHER'S DATE OF BIRTH			34. BIOLOGICAL MOTHER'S PLACE OF BIRTH		
	35. BIOLOGICAL FATHER FIRST MIDDLE LAST			36. SSN		
	37. BIOLOGICAL FATHER'S DATE OF BIRTH			38. BIOLOGICAL FATHER'S PLACE OF BIRTH		
ATTORNEY	39. NAME OF ATTORNEY OF RECORD			40. ATTORNEY'S EMAIL ADDRESS		
	41. MAILING ADDRESS OF ATTORNEY			42. TELEPHONE NUMBER		
PLACING AGENCY OR MANAGING CONSERVATOR	43. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR					
	44. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR				45. TELEPHONE NUMBER	

SECTION 4 CERTIFICATION OF THE COURT Please complete the child's name as set forth in the Decree of Adoption

46. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE:

FIRST	MIDDLE	LAST

47. I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN THE DECREE OF ADOPTION WHICH WAS GRANTED ON _____ DAY OF _____ IN THE _____ COURT OF _____ COUNTY, TEXAS IN CAUSE # _____.

DISTRICT CLERK'S SIGNATURE

CERTIFICATE OF ADOPTION INSTRUCTIONS

These instructions are designed to assist you in the proper completion of the Certificate of Adoption. Should you have any questions, please contact our office toll free at 888-963-7111 for assistance. **PLEASE TYPE OR PRINT LEGIBLY.**

SECTION 1

The information in this section relates to the child's information currently on file in the Vital Statistics Office. Enter the name of the child prior to adoption in item 1. This information must be supplied to enable us to locate the adoptee's current certificate of birth.

SECTION 2

Item #11 **If this is a step-parent adoption**, the information concerning the biological parent (s) **MUST** also be furnished.

Item # 12 **If this is a single parent adoption**, please complete the appropriate information regarding adopting parent.

A step-parent adoption is **not** a single-parent adoption.

Item #13 If a NEW certificate is to be prepared, mark "YES".

Items #14 through #28 this information relates to the adoptive parents. Some of this information will be transferred to the NEW certificate of birth.

Item #30 should be completed to indicate if the Attorney, Parent(s), or District Clerk will receive the new birth certificate and provide the current mailing address of the recipient.

SECTION 3

Items #31 through #38 are for the Central Adoption Registry. Please provide the requested information obtained on the biological parent(s) at the time of the adoption and/or termination of parental rights.

Items #39 through #42 Enter the name, mailing address, email address and telephone number of the attorney of record.

Items #43 through #45 Enter the information relating to the child placing agency or managing conservator.

SECTION 4

Items #46 through #47, should be completed by the Clerk of the Court. This section **MUST** be completed to show the child's name after adoption as shown in the final decree of adoption. If Section 4 is not completed by the clerk of the court granting the adoption, a **CERTIFIED COPY** of the final decree of adoption **MUST** be attached to the certificate of adoption form and will be retained by our office.

EXPLANATION OF FEES:

FOR CHILDREN **BORN IN TEXAS OR A FOREIGN COUNTRY**, THE FEE TO FILE A NEW BIRTH CERTIFICATE BASED ON ADOPTION IS **\$47.00**. THE \$47.00 FEE INCLUDES THE REQUIRED \$25.00 FEE TO FILE THE ADOPTION AND THE \$22.00 FEE TO ISSUE ONE CERTIFIED COPY OF THE NEW BIRTH CERTIFICATE. (ADDITIONAL CERTIFIED COPIES ARE \$22.00 EACH)

THE **\$15.00** CENTRAL ADOPTION REGISTRY (CAR) FEE IS REQUIRED ON EACH ADOPTION DECREE GRANTED IN TEXAS. IF THE CHILD WAS BORN IN ANOTHER STATE AND THE ADOPTION WAS GRANTED IN TEXAS, ONLY THE \$15.00 CAR FEE IS REQUIRED.

FOR ADOPTIONS GRANTED IN OTHER US STATES OR TERRITORIES THE CENTRAL ADOPTION REGISTRY FEE OF \$15.00 IS NOT REQUIRED.

A **TOTAL FEE OF \$62.00** MAY BE SUBMITTED IN **ONE PAYMENT** MADE PAYABLE TO TEXAS VITAL STATISTICS.

MAIL THE PROPERLY COMPLETED CERTIFICATE OF ADOPTION WITH THE
APPROPRIATE FEES TO:

VITAL STATISTICS UNIT
TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PO BOX 12040
AUSTIN TX 78711-2040





TEXAS BIRTH CERTIFICATE APPLICATION

PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST. SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name. Street Address City State Zip Code Your relationship to Person named on Certificate: Self / Parent Other-Specify E-mail Address Daytime Phone Number I authorize mailing to the address below, if mailing to address other than listed above. First, Middle, Last Name, Suffix Please separate with a space between first, middle and last name. Address to Send Certificate to if different than noted above City State Zip Code Reason for Request: Newborn Travel/Passport Records School Insurance Other:

Step 2 : INFORMATION FOR PERSON NAMED ON BIRTH CERTIFICATE (PLEASE PRINT)

Full Name on Certificate (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name. Date of Birth Month Day Year Place of Birth City County State TEXAS ONLY Parent 1: First Middle, Last name prior to first marriage (Maiden Name). Please separate with a space between first, middle and last name. Parent 2: First Middle, Last name prior to first marriage (Maiden Name). Please separate with a space between first, middle and last name.

Step 3 : COST & FEES (FEES NON-REFUNDABLE)

Table with columns: Select Certificate Type, Qty, Price/each, Total. Includes options for Long Form Birth Certificate, Short Form Birth Certificate, Texas Flag Heirloom Birth Certificate, Bassinet Heirloom Birth Certificate, Birth Verification, Military Personnel with current deployment orders (Exempt), Expedite Overnight Mail, Priority Mail, USPS Express Mail, and a voluntary contribution of \$5.00.

Step 4 : AFFIDAVIT

ONLY applications for birth certificates (NOT birth verifications) submitted by mail need to be notarized. STATE OF COUNTY OF This instrument was acknowledged before me on (Date) by (Name of person acknowledging) (Notary Public's Signature) (Personalized Seal)

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)

READ & SIGN (If record is not found, the fees are not refundable and are kept. If record is not on file, VSS will issue a "not found" letter.)

Signature of Applicant Date Signed (MM/DD/YYYY) / /

OFFICE USE ONLY

CASH CHECK MONEY ORDER CREDIT CARD (walk in only)

REMIT No. AMOUNT\$

DATE FILED BY STAFF

BIRTH CERTIFICATE NUMBER 142 -

DOCUMENT CONTROL NUMBER(S)



TEXAS BIRTH CERTIFICATE APPLICATION

PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCLUDE A PHOTOCOPY OF YOUR VALID PHOTO ID WHEN SENDING IN THE REQUEST.

Walk In: Same day service in most cases. Hours are Monday-Friday 8:00 am - 4:00 pm. DSHS - Vital Statistics Section, 1100 W. 49th St., Austin, TX 78756

Online Orders: Visit www.texas.gov to order online. Online orders are mailed 20-25 business days after receipt of the request.

Mail In Orders: Processed and mailed 6 - 8 weeks after receipt of the request. Mail to: DSHS - VSS, P.O. Box 12040, Austin, TX 78711-2040

Expedited Orders: Processed and mailed 20 - 25 business days after receipt of the request. **Must be sent to the Texas Department of State Health Services - Vital Statistics Section via an OVERNIGHT mail service, such as FedEx, LoneStar, or UPS to:** DSHS - VSS, 1100 W. 49th St., Austin, TX 78756

Long form Birth Certificate - Most comprehensive birth record. It is a copy of the original birth certificate. It will also show a history of corrections that have been made to the birth record. This form is often used for requesting passports.

Short form Birth Certificate - An abstract of the birth record. This birth certificate will only show current information for the child's name, date of birth, place of birth, sex, and name of parent(s). This form will not show a history of corrections. This form is often used for school records and is acceptable for most purposes.

Heirloom birth certificate - Heirloom birth certificates are abstracts of the birth certificate. They are primarily used for framing and display. The information on an "heirloom birth certificate" is similar to a "short form". Examples of heirloom birth certificates can be seen on our website at <http://www.dshs.texas.gov/reqproc/heirloom.shtm>.

Verification Letter - A verification letter will include the child's name, the date of birth, and the county where the birth occurred. Verification letters are available for births that have occurred since 1903. Verification letters are not considered legal substitutes for certified copies of birth certificates. The VSS strongly recommends that applicants ensure a verification will satisfy its intended use.

Military Personnel with current deployment orders - H.B. No. 1260 Sec. 431.039. EXEMPTION FROM FEES FOR MILITARY PERSONNEL BEING DEPLOYED. A member of the National Guard on federal active duty, or a member of the armed forces of the United States on active duty, who is preparing to be deployed to serve in a hostile fire zone as designated by the United States secretary of defense is exempt from paying the following state or local governmental fees the member incurs because of the deployment to arrange the member's personal affairs: (1) fees for obtaining copies of: (A) a birth certificate; SECTION 2. This Act takes effect September 1, 2007. **APPLICATIONS WITHOUT MILITARY ID AND MILITARY ORDERS WILL NOT BE PROCESSED.**

Copies of birth certificates for births that occurred within the past 75 years can be requested only by the immediate family of the person whose name is on the birth certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the child, their guardian, their children, spouses, parents, siblings, or grandparents.

Applicants who are not immediate family members must provide legal documentation (such as a court order establishing guardianship) that demonstrates a direct, tangible interest in the birth certificate.

The applicant must include a photocopy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (<http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>) and Spanish ([http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).

Applications for birth certificates cannot be processed without a photo ID or alternate IDs and the signature of the applicant. If a valid photo ID or alternate IDs and signatures are not received, the application will not be processed.

Walk In Customer Checklist

Complete steps 1, 2, and 3 of the application. Please type or print clearly.

Sign and date the application

Have current driver's license, passport or state identification ready

Have appropriate fees ready. Make checks or money orders payable to DSHS - Vital Statistics.

Mail In / Expedited Customer Checklist

Complete steps 1, 2, and 3 of the application. Please type or print clearly.

Complete step 4 of the application: Sign and date the application in the presence of a notary public.

Enclose a copy of a current driver's license, passport or state identification.

Enclose appropriate fees. Make checks or money orders payable to DSHS - Vital Statistics.

Request to Redact Sensitive Information

Date (write today's date here)

_____, Clerk of the Court
Name

Clerk's Address

Clerk's City, State, ZIP code

Re: *In the Interest of* _____, **an Adult**
Name: First Middle Last

Cause No: _____
Write the cause number above

In the District Court or County Court at Law No. _____
Write the court number above
_____, Texas

County

To whom it may concern:

Please cross out, delete, or black out all but the last three digits of my social security number and driver's license number from the following documents:

- Original Petition for Adoption of an Adult
- Adult's Agreement to be Adopted
- Decree of Adoption of an Adult

If you have a form for this redaction request, I will submit that to you as well.

Thank you in advance for redacting this information within a reasonable amount of time as Texas Gov't Code section 552.147 requires. Please contact me at the following address if you need any more information from me:

Street Address

City

State

ZIP code

Phone number

Email address

Sincerely,

Adult Adoptee's Signature

Adult Adoptee's Printed Name