

## 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 natural parent **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.

### SECTION 3

Items #29 through #36 are for the Central Adoption Registry. Please provide the requested information obtained on the biological parents at the time of the adoption and/or termination of parental rights.

Items #37 through #40 Enter the name, mailing address, email address and telephone number of the attorney of record.

Items #41 through #43 Enter the information relating to the child placing agency or managing conservator.

### SECTION 4

Items #44 through #45, 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



**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**

<b>ORIGINAL BIRTH INFORMATION</b>	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. NATURAL MOTHER FIRST MIDDLE MAIDEN			10. NATURAL FATHER FIRST MIDDLE LAST		

**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"/> <b>MOTHER</b> Adoptive  <input type="checkbox"/> Natural	14. NAME OF MOTHER FIRST MIDDLE CURRENT LAST NAME MAIDEN LAST NAME	17. MOTHER'S SOCIAL SECURITY NUMBER (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)
	15. DATE OF BIRTH	16. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)
<input type="checkbox"/> <b>FATHER</b> Adoptive  <input type="checkbox"/> Natural	18. NAME OF FATHER FIRST MIDDLE LAST	21. FATHER'S SOCIAL SECURITY NUMBER (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)
	19. DATE OF BIRTH	20. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)
<b>PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH</b>	22. STREET ADDRESS CITY COUNTY STATE ZIP	23. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PARENT(S) CURRENT ADDRESS</b>	24. STREET ADDRESS CITY STATE ZIP	25. PARENT(S) TELEPHONE NUMBER:
26. PARENT(S) EMAIL ADDRESS	27. SIGNATURE OF PARENT(S)	28. MAIL BIRTH CERTIFICATE TO: <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office

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

<b>CENTRAL ADOPTION REGISTRY INFORMATION</b>	29. NATURAL MOTHER FIRST MIDDLE LAST (MAIDEN)			30. SSN
	31. NATURAL MOTHER'S DATE OF BIRTH		32. NATURAL MOTHER'S PLACE OF BIRTH	
	33. NATURAL FATHER FIRST MIDDLE LAST			34. SSN
	35. NATURAL FATHER'S DATE OF BIRTH		36. NATURAL FATHER'S PLACE OF BIRTH	
<b>ATTORNEY</b>	37. NAME OF ATTORNEY OF RECORD		38. ATTORNEY'S EMAIL ADDRESS	
	39. MAILING ADDRESS OF ATTORNEY		40. TELEPHONE NUMBER	
<b>PLACING AGENCY OR MANAGING CONSERVATOR</b>	41. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			43. TELEPHONE NUMBER
	42. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			

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

44. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE:  
 FIRST MIDDLE LAST

45. I HEARBY 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

