

**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. 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			
<b>PARENT</b> <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)		
	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			
<b>PARENT</b> <input type="checkbox"/> Adoptive <input type="checkbox"/> Biological	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)		
	<b>PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH</b>					25. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>PARENT(S) CURRENT ADDRESS</b>					27. PARENT(S) TELEPHONE NUMBER:	
28. PARENT(S) EMAIL ADDRESS			29. SIGNATURE OF PARENT(S)				
<b>MAIL BIRTH CERTIFICATE TO:</b> <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office		30. MAILING ADDRESS		CITY STATE ZIP			

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

<b>CENTRAL ADOPTION REGISTRY INFORMATION</b>	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			
<b>ATTORNEY</b>	39. NAME OF ATTORNEY OF RECORD			40. ATTORNEY'S EMAIL ADDRESS		
	41. MAILING ADDRESS OF ATTORNEY			42. TELEPHONE NUMBER		
<b>PLACING AGENCY OR MANAGING CONSERVATOR</b>	43. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR				45. TELEPHONE NUMBER	
	44. 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**

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



OFFICE USE ONLY



OFFICE USE ONLY

Remit No  
By ZZ 708-153

### MAIL APPLICATION FOR BIRTH AND DEATH RECORD

**PLEASE PRINT. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST.**

**Make check or money orders payable to: DSHS - Vital Statistics.** All funds are deposited directly to the Texas Comptroller of Public Accounts. For any search of the files where a record is not found, the searching fee is not refundable or transferable.

Birth Certificates				Death Certificates			
Type	Cost X	# of copies=	Total	Type	Cost X	# of copies=	Total
Standard Size <input type="checkbox"/> Long form <input type="checkbox"/>	\$22			Certified Copy (1 copy)	\$20		
Heirloom Flag <input type="checkbox"/> Bassinet <input type="checkbox"/>	\$60			Additional Copies	\$3		
<b>Total (Check or money order payable to DSHS)</b>				<b>Total (Check or money order payable to DSHS)</b>			

I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.

#### IDENTIFY BIRTH OR DEATH RECORD INFORMATION (Part I)

Full Name of Person on Record	First Name	Middle Name	Last Name
Date of Birth/Death	Month	Day	Year
Place of Birth/Death	City or Town	County	State
Full Name of Parent 1	First Name	Middle Name	Maiden Name/Last Name
Full Name of Parent 2	First Name	Middle Name	Maiden Name/Last Name

#### APPLICANT INFORMATION (Part II)

Applicant Name	Telephone #	Email Address
Full Mailing Address	Street Address	City
		State
		Zip
Relationship to person listed above	Purpose for obtaining this record:	
<input type="checkbox"/> I authorize mailing to the address below. I have verified that the address below will receive my order.		
Name of Person Receiving Copies, if Different from Applicant		
Mailing Address for Copies, if Different from Applicant		
City	State	Zip

#### AFFIDAVIT OF PERSONAL KNOWLEDGE (MUST BE SIGNED IN PRESENCE OF A NOTARY PUBLIC) (Part III)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ Before me on this day appeared \_\_\_\_\_ (Applicant name)

now residing at \_\_\_\_\_ (Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State)

who is related to the person named on Part I as \_\_\_\_\_ (Relationship) and who on oath deposes and says that the contents of this affidavit are true and correct.

The applicant presented the following type and number of identification: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

(Seal) Sworn to and subscribed before me, this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_.

Signature of Notary Public and Notary ID Number \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR FOR 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.)**

**MAIL THIS APPLICATION, PAYMENT AND A VALID PHOTO ID TO:**  
Texas Vital Records Department of State Health Services  
P.O. Box 12040 Austin, TX 78711-2040