



DALLAS COUNTY
DOMESTIC RELATIONS OFFICE
FAMILY COURT SERVICES DIVISION

Date

Address

Dear :

The court has given our office the responsibility of preparing the adoption study for your family. This letter is provided to inform you of what you need to do to complete the study. Please complete and return the enclosed Personal History forms to me, at the address below, at least five working days prior to our interview.

Please call me upon receipt of his letter to schedule an appointment or to confirm the appointment I have set below. The children in question must attend the interview as well as any other family members or individuals that live in the home. If the children are small, it may expedite your interview to bring someone to watch them when they are not involved in the interviews with you.

Your appointment is for _____ at _____ in _____

Also, please have the following information sent directly to me. It does not have to be received prior to our interviews, but it must be received before the study can be completed.

1. Letters of personal reference, as listed on page two of the social history for adoption form, for each petitioner.
2. Employment verification letter from each petitioner's employer.
3. A physician's statement concerning the health status of each petitioner and the the children to be adopted. This office does not require new physical examinations.
4. Letters from the children's day care provider and/or current school. It should address the children's general adjustment, development and process.

Additionally, you have been scheduled to attend a workshop on adoption to be held at the Family Court Services Office on **from 2:00 p.m. – 4:00 p.m.** This workshop is designed to assist you in dealing with some of the adoption issues that typically affect you and your children. **Please do not bring the children with you to the workshop.**

I look forward to meeting with your family in the near future. Thank you for your prompt cooperation in this matter.

Sincerely,

Family Court Counselor
Direct Line 214-653-0000

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cc: