

WARNING: The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Health & Safety Code, §195.003, 1989)

<b>SECTION 1</b>  ORIGINAL BIRTH INFORMATION	1. NAME OF CHILD (BEFORE 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 LAST (MAIDEN)			10. NATURAL FATHER FIRST MIDDLE LAST		
<b>SECTION 2</b>  ADOPTION INFORMATION COMPLETE THIS SECTION AS IT SHOULD APPEAR ON THE "NEW" BIRTH RECORD	11. NEW NAME OF CHILD AFTER ADOPTION FIRST MIDDLE LAST SUFFIX I					
	12. IS THIS A SINGLE PARENT ADOPTION? <input type="checkbox"/> YES <input type="checkbox"/> NO			13. DO YOU WANT A NEW BIRTH CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	14. NAME OF ADOPTIVE FATHER FIRST MIDDLE LAST SUFFIX				15. DATE OF BIRTH (mm/dd/yyyy)	
	16. BIRTHPLACE (STATE OR FOREIGN COUNTRY)		17. RACE	18a. HISPANIC ORIGIN? <input type="checkbox"/> YES <input type="checkbox"/> NO	18b. IF YES, SPECIFY	19. RELATIONSHIP: <input type="checkbox"/> STEP-PARENT <input type="checkbox"/> OTHER RELATIVE <input type="checkbox"/> NON-RELATIVE <input type="checkbox"/> NATURAL FATHER
	20. NAME OF ADOPTIVE MOTHER FIRST MIDDLE MAIDEN			21. DATE OF BIRTH (mm/dd/yyyy)		
	22. BIRTHPLACE (STATE OR FOREIGN COUNTRY)		23. RACE	24a. HISPANIC ORIGIN? <input type="checkbox"/> YES <input type="checkbox"/> NO	24b. IF YES, SPECIFY	25. RELATIONSHIP: <input type="checkbox"/> STEP-PARENT <input type="checkbox"/> OTHER RELATIVE <input type="checkbox"/> NON-RELATIVE <input type="checkbox"/> NATURAL MOTHER
	26a. MAILING ADDRESS OF ADOPTIVE MOTHER AT TIME OF BIRTH - STREET # AND NAME CITY COUNTY STATE ZIP					26b. INSIDE CITY LIMITS <input type="checkbox"/> YES <input type="checkbox"/> NO
	27. SIGNATURE OF EITHER ADOPTIVE PARENT			28a. ADOPTIVE FATHER'S SSN 28b.	28b. ADOPTIVE MOTHER'S SSN	
	29. ADOPTIVE PARENTS CURRENT MAILING ADDRESS STREET # AND NAME CITY STATE ZIP				30. ADOPTIVE PARENTS TELEPHONE NO.	
	<b>SECTION 3</b>  NAME AND ADDRESS OF ANY PERSON WHOSE CONSENT WAS REQUIRED OR WAIVED UNDER CHAPTER 162, FAMILY CODE	31. NATURAL MOTHER FIRST MIDDLE LAST (MAIDEN)				32. SSN
33. MAILING ADDRESS STREET # AND NAME CITY STATE ZIP						
34. NATURAL FATHER FIRST MIDDLE LAST				35. SSN		
36. MAILING ADDRESS STREET # AND NAME CITY STATE ZIP						
37. GUARDIAN'S NAME FIRST MIDDLE LAST				38. SSN		
39. MAILING ADDRESS STREET # AND NAME CITY STATE ZIP						
40. MANAGING CONSERVATOR'S NAME FIRST MIDDLE LAST				41. SSN		
42. MAILING ADDRESS STREET # AND NAME CITY STATE ZIP						
<b>ATTORNEY</b>	43. OTHER PERSON FIRST MIDDLE LAST				44. SSN	
	45. MAILING ADDRESS STREET # AND NAME CITY STATE ZIP					
<b>AGENCY</b>	46. NAME OF ATTORNEY OF RECORD				47. MAILING ADDRESS OF ATTORNEY	
	49. NAME OF CHILD PLACING AGENCY (IF APPLICABLE)				48. TELEPHONE NUMBER	
<b>REGISTRY</b>	51. MAILING ADDRESS OF AGENCY (IF APPLICABLE)				50. LICENSE NUMBER	
	53. NAME OF ADOPTION REGISTRY				52. TELEPHONE NUMBER	
<b>SECTION 4</b>  CERTIFICATION OF COURT	54. MAILING ADDRESS OF REGISTRY					55. TELEPHONE NUMBER
	56. I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN DECREE WHICH WAS GRANTED ON _____ DAY OF _____ IN THE _____ COURT OF _____ COUNTY, TEXAS IN CAUSE # _____					
	_____ DISTRICT CLERK'S SIGNATURE					



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 at (512)458-7111 for assistance. **PLEASE TYPE OR PRINT LEGIBLY.**

### **SECTION 1**

The information in this section relates to the child's information **at birth**. 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 original certificate of birth.

### **SECTION 2**

Item 11 must show the full name of the child as it should be **after** adoption. Items 12-30 relate to personal information of the adoptive parents. The responses in these items should be the information as of the date of the adoptees birth (item 2). This information will be transferred to the NEW certificate of birth for the adopted child.

**If this is a step-parent adoption**, the information concerning the natural parent **MUST** also be furnished.

If a NEW certificate is to be prepared, mark "YES" in item 13.

The signature of either the adoptive mother or adoptive father must appear in item 27 verifying the information in Section 2.

### **SECTION 3**

Complete items 31 through 45 for any person whose consent was required or waived under Chapter 162, Texas Family Code. This information is required for inclusion in the Central Adoption Registry. All applicable blocks must be completed. If any or all of the information in items 37 through 45 are not applicable, leave the item(s) blank.

If more than one father is identified and consents to the adoption, list the additional "father" information in an alternate section. Use the "Guardian's Name" or "Other Person" fields if not needed otherwise. Mark through the printed title in the item, write "father", and complete the blanks as required.

Enter the name, mailing address and telephone number of the attorney of record in items 46-48.

Enter the information relating to the child placing agency in items 49-52, if applicable.

In items 53-55 enter the information relating to the adoption registry maintaining the information on this adoption, if applicable.

### **SECTION 4**

This section **MUST** be completed by the clerk of the court granting the 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.

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

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

### **\*\*EXPLANATION OF FEES:**

The Texas Vital Statistics Unit is now collecting the CAR funds (Central Adoption Registry), as required by Chapter §108.006(b) of the Family Code. These fees are to be submitted along with the additional filing fees and certified copy fees collected by the Unit.

A **\$15.00** CAR (Central Adoption Registry) FUND FEE IS REQUIRED ON EACH ADOPTION DECREE GRANTED IN TEXAS.

IF THE CHILD WAS **BORN IN TEXAS OR A FOREIGN COUNTRY** AND A NEW BIRTH CERTIFICATE BASED UPON ADOPTION MUST BE FILED, A FEE OF **\$25.00** IS REQUIRED.

TO RECEIVE ONE CERTIFIED COPY OF THE NEW BIRTH RECORD, PLEASE INCLUDE AN ADDITIONAL FEE OF **\$22.00**.

THE **TOTAL FEE OF \$62.00** MAY BE SUBMITTED WITH **ONE CHECK**, PAYABLE TO TEXAS VITAL STATISTICS.

IF THE CHILD WAS BORN IN ANOTHER STATE AND THE ADOPTION WAS GRANTED IN TEXAS, ONLY THE \$15.00 CAR FUND IS REQUIRED.