

Adult Adoption (Set A) Without Name Change

This packet includes:

1. Instructions for an Adult Adoption in Texas (Set A)
2. Petition for Adoption of an Adult
3. Civil Case Information Sheet
4. Statement of Inability to Afford Payment of Court Costs
5. Adult's Agreement to Be Adopted
6. Decree of Adoption of an Adult
7. Certificate of Adoption (VS-160)
8. Mail Application for Birth and Death Record (VS-142.3)

Note: You may not need all of the forms listed or you may need additional forms. Get more information at www.TexasLawHelp.org. Talk to a lawyer if you have questions.

Instructions & Forms for an Adult Adoption in Texas (Set A)

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? These instructions are part of this TexasLawHelp.org toolkit: [I want to adopt an adult in Texas](#) [1]. It's important to read the [Frequently Asked Questions](#) [2] 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.

- Fill out the following **starting forms**:
 - An [Original Petition for Adoption of an Adult form](#) [3].
 - Use this form if you are asking the court for an adoption of an adult and the adult you are adopting (the “adult adoptee”) is keeping his or her name: [Original Petition for Adoption of an Adult \(Set A\)](#) [3]
 - Fill out the Petition according to the following instructions:
 - 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 is the petitioner?** You are the petitioner—the person asking the court to sign the decree of adoption. You must fill out and sign the Petition. If you are married, your spouse must also sign the Petition.
 - **Note:** 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 you are asking to adopt is the adult adoptee.
 - **Important:** If the adult adoptee’s current legal name (before the adoption) is different than 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.
 - [Civil Case Information Sheet](#) [4]
 - 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 \[5\]](#) (click [here \[6\]](#) to learn more about getting your filing fees and court costs waived).

- Fill out the following **ending forms**:

- [Decree of Adoption of an Adult \(Set A\) \[7\]](#)
 - Fill out this form completely (except for the judge’s signature).
- [Certificate of Adoption \(VS-160\) \[8\]](#)
 - 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.
- [Mail Application for Birth and Death Record \(VS-142.3 \[9\]\)](#)
 - Standard processing time for a new birth certificate is 25 weeks from the date of submission of the application.
 - To shorten the processing time to 15 business days, complete the [Expedited Mail Application for Birth or Death Record \(VS-142.21\) \[10\]](#) instead of the VS-142.3 form, and pay the additional \$5.00 fee plus postage fees to expedite.

- 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 \[11\]](#).” You can then finish your case yourself. Use our [Legal Help Finder \[12\]](#) 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 \[13\]](#) 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**.

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

You *do not* need copies of the Civil Case Information Sheet.

- 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 \[14\]](#) 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 and other starting forms (and copies).
- Pay the filing fee (or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the fee).
- Ask the clerk if there is a [local standing order \[15\]](#) 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. 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 \[3\]](#), and

a blank [Consent of Adult Subject to Adoption \(Set A\) \[16\]](#), and

a completed [Decree of Adoption of an Adult form \[7\]](#).

Ask the adult adoptee to complete these steps:

- (1) FILL OUT and SIGN the Consent of Adult Subject to Adoption form.
- 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.
- 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, and make a copy of the Consent of Adult Subject to Adoption form 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 form \[16\]](#) 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 \[16\]](#) (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 \[16\]](#) (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 you, (your spouse, if applicable), and the adult adoptee have signed your 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 \[18\]](#) 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, - **and** -
 - A file-stamped copy of the Consent of Adult Subject to Adoption form signed by the adult adoptee. - **and** -
 - A completed Decree of Adoption of an Adult **signed by you (your spouse, if applicable) and the adult adoptee. - and -**
 - A completed Certificate of Adoption.
 - 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, and that you are asking the judge for an adoption of the adult. 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 your **Decree of Adoption of an Adult**, go back to the clerk’s office.

- File (turn in) the signed Decree of Adoption of an Adult signed by the judge. Your case is NOT final until you do so.
 - Give the court clerk the Certificate of Adoption 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 their official seal.
 - Get at least **six** 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 copies are for you. The other three copies are for the adult adoptee.
 - Order more than six 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. Order as many certified copies at this stage, because you and the adult adoptee would have to go back to court to ask a judge to unseal the adoption file in the future.
 - Ask for the original Certificate of Adoption, and get two 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 10: After your case is finished.**

Follow these steps after your case is finished.

- Give three 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 \(VS-160\)](#) [19] to the [Vital Statistics Unit, Texas Department of State Health Services](#) [20] together with a Mail Application for Birth or Death Record ([Form 142.3](#) [21] or [Form 42.21](#) [22]) 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](#) [23] and [VS-142.3](#) [21] (or [142.21](#) [22] if you are expediting the request).
- Call (888) 963-7111 if you have questions on completing the Vital Statistics Unit forms.

Congratulations! You have finalized your adoption.

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

Links

[1] <https://texaslawhelp.org/toolkit/i-want-adopt-adult-texas>

[2] <https://texaslawhelp.org/article/faqs-%E2%80%93-adult-adoption-texas>

[3] <https://texaslawhelp.org/form/petition-adopt-adult-no-name-change-requested-set>

[4] http://www.txcourts.gov/media/514426/RevCivilCaseInfoSheetEff3_1_13.pdf

[5] https://texaslawhelp.org/sites/default/files/statement_inability_to_pay_august_2016_1.pdf

[6] <https://texaslawhelp.org/article/court-fees-fee-waivers>

[7] <https://texaslawhelp.org/form/decree-granting-adoption-adult-no-name-change-set>

[8] <http://file:///C:/Users/mbeard/Downloads/Final-VS160Rev082015.pdf>

[9] <http://file:///C:/Users/mbeard/Downloads/VS%20142%203%20REV%2006-21-2016%20mail.pdf>

[10] <https://www.dshs.texas.gov/vs/reqproc/forms/VS-142-21-REV-07-2016-EXPEDITED.pdf>

[11] <https://texaslawhelp.org/article/limited-scope-representation>

[12] <https://texaslawhelp.org/legal-help/legal-help-finder>

[13] <https://texaslawhelp.org/legal-clinic-calendar>

[14] <https://efile.txcourts.gov/ofswb>

[15] <https://texaslawhelp.org/article/standing-orders>

[16] <https://texaslawhelp.org/form/adult-adoption-consent-no-name-change>

[17] <https://www.efiletexas.gov/>

[18] <https://texaslawhelp.org/article/tips-courtroom>

[19] <https://www.dshs.texas.gov/vs/field/docs/VS160-rev-03-2016-with-application.pdf>

[20] <https://www.dshs.texas.gov/vs/default.shtm>

[21] <https://www.dshs.texas.gov/vs/field/docs/VS-142-3-REV-06-21-2016-mail.pdf>

[22] <https://www.dshs.texas.gov/vs/reqproc/forms/VS-142-21-REV-02-2018-EXPEDITED.pdf>

[23] <http://www.dshs.texas.gov/vs/field/docs/VS160-rev-03-2016-with-application.pdf>

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

Original Petition for Adoption of an Adult

My name is: _____
First Middle Last

I am the **Petitioner**, the person asking the Court to order the adoption of the adult named below.

My driver's license was issued in (state) _____. The last three numbers of my driver's license number are: _____.

Or I do not have a driver's license.

The last three numbers of my social security number are: _____.

Or I do not have a social security number.

I am ____ years of age at the time of the filing of this *Petition*.

(Check one.)

I am not married.

Or I am married. My spouse's information is below. My spouse and I bring this suit for adoption together and will be referred to in this document as "Petitioners."

My spouse's name is:

First Middle Last

My spouse is also the **Petitioner**, the person asking the Court to order the adoption of the adult named below.

My spouse's driver's license was issued in (state) _____. The last three numbers of my spouse's driver's license number are: _____.

Or My spouse does not have a driver's license.

The last three numbers of my social security number are: _____.

Or My spouse does not have a social security number.

My spouse is ____ years of age at the time of the filing of this *Petition*.

(Check one.)

I am not related to the adult.

I am related to the adult. I am the adult's: _____
Write your relationship to the adult.

(Check one.)

My spouse is not related to the adult.

My spouse is related to the adult. My spouse is the adult's:

Write the spouse's relationship to the adult.

The Petitioner (or the Petitioners, who are spouses), reside at:

Print your address here.

1. Discovery Level.

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

2. Adult Adoptee.

The Petitioner(s) ask the Court to make orders about the following adult who is over the age of 18:

Adult's name

County and State where
the adult lives now

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 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. Personal Information of Adult Adoptee.

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

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 driver's license was issued in (state) _____. The last three numbers of Adult Adoptee's driver's license number are: _____.
Or Adult Adoptee does not have a driver's license.
- g. The last three numbers of Adult Adoptee's social security number are: _____.
Or Adult Adoptee does not have a social security number.

7. Request for Judgment.

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

Respectfully,

| | | |
|---|-------------|---------------------|
| <i>Petitioner's Signature</i> | () | <i>Phone number</i> |
| → | | <i>Date</i> |
| <i>Petitioner's Printed Name</i> | | |
| <i>Petitioner's Mailing Address:</i> | | |
| | <i>city</i> | <i>state</i> |
| | <i>zip</i> | |
| <i>Petitioner's Email Address:</i> | | |
| <i>Petitioner's Fax # (if available):</i> | | |

| | | |
|---|-------------|---------------------|
| <i>Petitioner's Signature</i> | () | <i>Phone number</i> |
| → | | <i>Date</i> |
| <i>Petitioner's Printed Name</i> | | |
| <i>Petitioner's Mailing Address:</i> | | |
| | <i>city</i> | <i>state</i> |
| | <i>zip</i> | |
| <i>Petitioner's Email Address:</i> | | |
| <i>Petitioner's Fax # (if available):</i> | | |

I understand that I must notify the Court in writing if my mailing address or email address changes during these proceedings. If I don't, any notices about this case will be sent to me at the mailing address or email address on this form.

→ _____
Petitioner's Signature

Date

→ _____
Petitioner's Signature

Date

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

Cause Number: _____

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

Adult's Agreement to Be Adopted

WARNING: Without the advice and help of an attorney, you may be putting yourself, your property, and your money at risk. For a referral to an attorney—or if you are poor to the nearest Legal Aid office—call the State Bar of Texas Lawyer Referral Information Service at (800) 252-9690. If you are a victim of domestic violence, or if at any time you feel unsafe, you can get confidential help from the National Domestic Violence Hotline at (800) 799-7233 or legal help from the Texas Advocacy Project Family Violence Legal Line at (800) 374-4673.

INSTRUCTIONS:

If you decide to use this form:

- Do not sign it until at least one day after the Petition for Adoption of an Adult has been filed (turned in to the court). If you sign this form before then, you may have to redo it. The official court stamp on the Petition will tell you when it was filed.
 - Fill out this form completely. You **MUST** include your mailing address.
 - Sign this form in front of a notary. Do not sign until you are standing in front of the notary.
 - File (turn in) the original signed form to the court where the Original Petition to Adopt an Adult was Filed
- Keep a copy for your records.
- Get additional information about adult adoptions at www.TexasLawHelp.org.

The person who signed this affidavit appeared, in person, before me, the undersigned notary, and said under oath:

Identifying Information.

"I am the Adult Adoptee in this matter.

"My driver's license was issued in _____ (state):

"The last three numbers of my driver's license number are: _____._____.

Or "I do not have a driver's license.

"The last three numbers of my social security number are: _____._____.

Or "I do not have a social security number.

"My current legal name is:

First Middle Last

"The name on my birth certificate is:

First Middle Last

"My date of birth is:

Month Day Year

"My birthplace is:

City State Country

Consent.

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

Contact Information.

“My contact information is below:

Adult Adoptee’s mailing address: _____

_____ *city* *state* *zip*

Adult Adoptee’s phone number: _____

Adult Adoptee’s email address: _____

Adult Adoptee’s fax (if applicable): _____

“I understand that I must notify the Court in writing if my mailing address or email address changes during these proceedings. If I don’t, any notices about this case will be sent to me at the mailing address or email address on this form.

Signature of Adult Adoptee.

Signature of Adult Adoptee (Do NOT sign until you are in front of a notary).

Date

Notary fills out below.

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

County of _____
(Print name of state where this statement is notarized)

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

at _____ a.m./p.m.
time (circle one)

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

Notary’s signature

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

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

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 **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 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

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 | | |
| Total (Check or money order payable to DSHS) | | | | Total (Check or money order payable to DSHS) | | | |

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: | |

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