

## Adoption Evaluation Instructions

Once all of your documentation, as detailed below and as listed on the checklist on the questionnaire, has been received, we will schedule our visit and interviews. If you are submitting verifications or documents, email them to [DROadoption@traviscountytx.gov](mailto:DROadoption@traviscountytx.gov). Include the Cause No. in the subject line of any emails.

**Checklist** – *Please use your checklist on page one of the questionnaire to keep up with the forms and verifications required.*

**Questionnaire** - Complete the questionnaire. This is the bulk of the information needed for your report.

**References** - Please collect **four** references and vary between family and friends; **obtain two relatives and two non-relatives**. *If you have adult or minor children who live outside the home, they must complete and submit an Adult Child/Minor Child Reference form.* This form is available for download.

All references can be sent by email to [DROadoption@traviscountytx.gov](mailto:DROadoption@traviscountytx.gov). If emailed please include the Cause No. in the subject line of the email. We ask that all references **are signed and dated**. References can be sent back by email or by mail to the address on the form.

**Child in Home** - Complete this section of the questionnaire on any child living in your home, biological or otherwise. If you need additional Child In Home Sections, they are available for download. *Please complete one for the adoptive child(ren) in the home.*

For the adoption evaluation we need the following items verified:

- Birth Certificates or Passports for all family members.
- Marriage License
- Divorce Decrees
- Death Certificates of Previous Spouses/Deceased Children (if Applicable)
- Most Recent Tax Return (First Two Pages Only) **OR** recent paystub/proof of employment or Letter from Employer verifying employment and income
- Insurance Policies: Life Insurance (if you have this), Health/Medical Insurance Cards
- Floor Plan- A copy of the floor plan will need to be in your file **with the dimensions of the rooms in your home**. You will need to sketch in driveways, fences and sidewalks **OR simply take photos of the front and back of the home**. Don't work too hard on this and keep it simple! If you already have a floor plan you may use that as well!
- Pet Vaccinations (Current Rabies & Veterinary Care)

**Safety Issues in the Residence** - The following safety items are reviewed. The home must be clean, safe, and free of obvious fire and other hazards. The home must be equipped with smoke detectors.

- Pets must be vaccinated and treated as recommended by a licensed veterinarian.
- If the home has a swimming pool, wading pool, hot tub, or other bodies of water on the premises, we must discuss safety issues and plans to ensure the safety of the child with the applicants.

We will ask whether there are firearms, explosive materials or projectiles present in the home. If these items are present, please take one or more of these precautions:

Trigger locks or making items inoperable

Locked storage separate for weapon and for ammunition; or

Items stored in display cabinets be made inoperable, stored separately from ammunition, and that cabinets be locked.

### **Criminal History Fingerprint Checks/Background Clearances**

The following background clearances listed are to be completed by both petitioners and anyone in the home 14 years and older for your adoption.

- Texas Department of Public Safety State Criminal History Background Check
- FBI Criminal History Check Fingerprint Results
- Texas Child Abuse/Central Registry Check

#### **1. Texas Department of Public Safety (DPS) State Criminal History Background Check**

Petitioners should use the [Texas Department of Public Safety \(DPS\) Form](#) designated for adoptions.

<https://www.dps.state.texas.gov/internet/Forms/CR-62.pdf>

Both petitioners must schedule an appointment with IdentoGo to obtain a Texas DPS Criminal History Clearance. IdentoGo will **mail** the results to the petitioners. Please return the Texas IdentoGo background check results to the Domestic Relations Office Family Court Services Unit by email at [DROAdoption@traviscountytx.gov](mailto:DROAdoption@traviscountytx.gov). Don't forget to include the Cause Number for the adoption in the subject line of the email .

## 2. FBI Criminal History Check

**FBI Criminal History Check.** -An FBI live scan and result may be completed, and results obtained in a few hours. Please go to the link below to schedule an appointment. Please obtain a "Personal Review".

[Fieldprint® Fingerprinting \(fieldprintusa.com\)](http://fieldprint.com)

**You must be a US citizen to use this method.** If you are not a US Citizen, then you will likely need to obtain your FBI criminal history check directly from the FBI. This process takes four to six weeks. Some families have been able to obtain an FBI if they are permanent residents. We recommend using Fieldprint if possible.

If using this mail in method, you will need to obtain paper fingerprint cards at this link.

<https://www.identogo.com/locations/texas>

The link below provides instructions on obtaining your FBI criminal history by mail. **It is important that you follow these instructions exactly as listed if you must request them by mail.**

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

## 3. Child Abuse and Neglect Checks

### Texas Central Registry Check

Texas Child Abuse and Neglect Checks are completed at the following TDFPS portal below. Both petitioners and anyone in the home 14 years or older will need this background check.

Follow these steps to create an account and submit your background check request:

1. **Visit the DFPS Central Registry Check Portal:** Go to [My DFPS Application Portal \(MYDAP\)](#) to create your account and submit the background check request.
2. **Create Your Account:**
  - The user sign-up process may take **longer than five minutes**, so please allow additional time.
  - Be sure to select the **third option** under "User Type" when setting up your account.
3. **Submit Your Request:** After creating your account, submit the background check request. Your results will be available in PDF format in your account within **1–3 business days**.
4. **Important Notes:**
  - **Your email address can only be used once.** Make sure you carefully review all the fields before submitting your request, as some fields **cannot be edited** once submitted.
  - **Do not create an account on behalf of someone else.** Each account is linked to a unique email, name, and Social Security Number (SSN), which are locked once used.

5. **Troubleshooting:** If you experience issues accessing the website, try clearing your browser's **cache and cookies** and restarting your computer.
  - o For ongoing difficulties, you can send screenshots and details of the issue to **TXAbuseNeglectBGC@dfps.texas.gov** for assistance from the Texas DFPS Background Checks Program.

\*Let us know if you have lived out of state in the past five years and what states, and we will determine if you must obtain child abuse clearances from those states.

Please email or call with any questions.  
Travis County Domestic Relations Office  
Family Court Services  
P. O. Box 1495  
Austin, TX 78767  
Phone: 512-854-0411  
Email: DROAdoption@traviscountytexas.gov