



## BACKGROUND CHECK GUIDELINES

*To comply with the Texas Family Code, The Adam Walsh Act, and the policies of April Lopez and Associates*

### **CRIMINAL BACKGROUND CHECKS**

An FBI criminal background check is required on **all** household individuals over age 14 if:

- Your adoption is being consummated in Travis County, Texas **AND/OR**
- Your adoption involves an out-of-state agency, attorney, or child **AND/OR**
- You are completing an international adoption **AND/OR**
- You have not lived in the state of the Texas for the previous consecutive five years

A Texas State DPS criminal background check is sufficient only if:

- You have lived in the state of Texas, consecutively, for more than the previous five years **AND**
- Your adoption does not involve the ICPC process if there are no other states involved with this adoption **AND**
- Your adoption is NOT being consummated in Travis County, TX.

For instructions on how to obtain an FBI criminal background check, please see the document entitled "FBI Criminal Background Check Instructions."

For instructions on how to obtain a Texas State DPS criminal background check, please see the document entitled "DPS Background Check Instructions."

### **CENTRAL REGISTRY CHECKS (CPS)**

A Central Registry Check (CPS) is required on all household members over age 14.

- Please fill out the "Central Registry Request" form 2970 that can be downloaded from TDFPS. For instruction on how to download this form, please see document entitled "Central Registry (CRC)Request Instructions".

**Submit copies of all results to April Lopez and Associates upon receipt. Keep the originals for the home visit.**

If anyone over the age of 14 in your home has resided **outside** the state of Texas in the previous **five** years, you must also request a Central Registry Check from that state. ***Please talk with your home study social worker for guidance on how to complete this.***