



INSTRUCTIONS FOR REQUESTING CENTRAL REGISTRY CHECK

1. Go to https://www.dfps.state.tx.us/site_map/forms.asp to download the most recent request form 2970.
2. Search for form 2970.
3. Print a form for each individual aged 14 years old and over living in your household. This is not needed for the child being adopted.
4. Complete your information.
5. In the designee section insert:

Agency/Organization Name:	Contact Name:	Title:
April Lopez and Associates	April Lopez	LBSW-IPR
Email Address:	Telephone Number:	
april@aprillopezandassociates.org	512-761-5166	

6. Email or fax to the contact information listed on the form 2970.
7. When the results are received, forward to april@aprillopezandasociates.org