

Place child photo here
or email copy into the office

CHILD INTAKE INFORMATION

(Separate sheet for each child)

Child Full Name: _____ Male / Female Date of Birth: _____

Age: _____ Hair Color: _____ Eye Color: _____ Language: _____

Child Race/National Origin: White Black Hispanic Native American Asian/Pacific Other

Distinguishing traits/birthmark: _____

Special needs (medication, etc.): _____

Allergies: _____

School Attending: _____ What grade is child in? _____

How long has it been since child last seen non-custodial? _____

Child reaction to seeing the non-custodial parent: _____

Insurance: _____ Member #: _____

Child Amicus: _____ Phone: _____

Email: _____

Child Therapist: _____ Phone: _____

Email: _____

Only fill out above section for each additional child.

ALTERNATE PICK-UP

Name:	Relationship:	Contact No:
Automobile Make:	Model:	Year/Color:
Texas Driver's License No:	Texas Driver's License Expiration:	State:

EMERGENCY CONTACT

Name:	Relationship:	Contact No:
Name:	Relationship:	Contact No:

All information must be completed on this form or will not be accepted. The custodial party must designate an alternate competent adult to pick up the child(ren) should they be unavailable. Copy of valid driver's license is required on file for designee and must be obtainable to the supervisor upon request. **Note:** No child will be released to anyone with an expired driver's license and/or alcohol/drug consumption. A criminal history will be collected on alternate pick-up person. The designated adult must follow the same rules and guidelines as the custodial party.