

Forever More

Adoptions and Custody Evaluations

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Adoption Home Study Checklist

The following documents must be submitted to Crystal Baird MS., LPC and attached to the adoption home study thereby meet the Texas Department of Protective and Regulatory Services Minimum Standards:

1. Consent form and contract for the adoption home study.
2. A Judge signed and dated copy of all previous divorce decrees/annulments on the applicants. I should already have this.
3. Termination Paperwork/Paternity Search – Your attorney should have these if they are needed.
4. Birth certificate of child
5. A copy of the applicant's marriage license, if married.
6. Copy of ALL individual's driver's license, OR passport, OR naturalization papers.
7. Death certificates of biological parents, if applicable.
8. At least three letters of reference from family or friends, sent directly to me at cmbaird2016@gmail.com Also a reference letter from each adult child no longer living in the home. (One reference must come from a non-relative and one must come from a relative). Reference letters should include how the reference knows the adopting party, how long they have known each other and relevant interactions as well as their feelings on the adoption.
9. **State wide criminal history check, ALL ADULTS living in the home, even those on a part-time or temporary basis, except the biological parent have to complete this process. (Cost ~ \$25.00 per person). Call IDENTOGO at **1-888-467-2080** to schedule your fingerprint background check appointment. The biological parent is excluded. Call IDENTOGO at 1-888-467-2080 to schedule your fingerprint appointment. When making the appointment, if asked for an ORI #, explain that this is a **domestic private adoption (service code: 11BRXN)** therefore there is no**

ORI#. Also, it goes faster if the results are emailed to you or myself. Please **keep your receipt** because you or I will need the UE ID: number to open the results. Also, the results can only be opened 3 times and there can only be 3 attempts to open it, so if they are emailed to you make sure all the codes and numbers are correct. The link is also only good for 14 days so check your spam because the results will come from adbfast@dps.texas.gov and labeled "Your FAST Application Request is Ready for Download."

10. **A Statewide child abuse and neglect check, ALL ADULTS** living in the home, even those on a part-time or temporary basis, **except the biological parent**. This is a free service, complete the attached form and send it (faxed, emailed or mailed) in as instructed on the form. Please note, If I am provided with a copy of the order appointing me as evaluator, I will complete this step for you.
11. Verification of income for **BOTH** parents. (4 most recent paycheck stubs for domestic adoption AND the most recent 1040 tax return for international adoption). Additionally, for an international adoption, copies of recent bank statements, retirement accounts, and investment portfolios.
12. Verification of medical insurance. (Copy of front and back of insurance card).
13. If the applicants have life insurance, proof must be provided.
14. Recent statements of health on the adopting parent(s) and the child(ren) to be adopted. (Use agency form if available). If anyone is taking anti-depressant or anti-anxiety medications or has been in counseling during the last three years, specific letters from those doctors/therapists will be necessary. This is not required for a step-parent adoptions or a grandparents adoption as long as the child is biologically related to one of the grandparents or biological parents.
15. Copies of all previous home studies/updates.
16. Safety/fire/health inspection of your home. (Completed by Crystal Baird at the home visit).
17. Recent pet vaccinations.
18. Photo of front and rear exterior of house (I will take these). If you live in an apartment I will need a diagram of the house

ADDITIONAL INFORMATION:

- The costs for conducting an adoption home study may vary. My fee is usually \$650.00 within Tarrant County. Out of County studies could vary in fees and are dependent on several factors, including but not limited to: the travel time,

additional work time and expense incurred to interview you at your home, the number of visits required, and the time frame in which your study needs to be completed. Visits that are 50 miles or more, one way, will incur a \$200 fee. Visits more than 75 miles or more, one way, may incur additional fees above the initial home study fee and the \$200 fee. This will be assessed on a case-by-case bases. Payment should be in cash or cashier's check, no personal checks. You can also use Venmo, Zella or PayPal if that is easier.

- Additionally, depending in the distance which is travelled, an hourly rate of \$150 can be charged. Expedited home studies (home studies needing to be completed in less than 30 days) are an additional \$200, plus any travel fees, if applicable.
- If I am required to testify in your case, there will be a charge of \$150 per hour with a two-hour minimum, payable 14 days prior to court. At least two weeks' notice must be given so that I can re-arrange my schedule. For out of county adoptions and custody evaluations, if I file the report for you, there will be a \$150 fee. Generally, your attorney can file the report for you. There is no fee for me to file your report if it is a Tarrant County case.
- Some adoption studies are required to be written on the letterhead of a licensed child-placing agency. If that is the case, I may be able to assist you with that issue, but the adoption agency will charge fees for that service.

I look forward to working with you and your family. Do not hesitate to call me as questions arise related to your home study or for attorney referral information, if needed. My cell telephone number is **512-963-4333** and I can be reached at that number anytime.

Sincerely,

Crystal Baird Ms., LPC