

CERTIFICATE OF ADOPTION INSTRUCTIONS

These instructions are designed to assist you in the proper completion of the Certificate of Adoption. Should you have any questions, please contact our office toll free at 888-963-7111 for assistance. **PLEASE TYPE OR PRINT LEGIBLY.**

SECTION 1

The information in this section relates to the child's information currently on file in the Vital Statistics Office. Enter the name of the child prior to adoption in item 1. This information must be supplied to enable us to locate the adoptee's current certificate of birth.

SECTION 2

Item #11 If this is a step-parent adoption, the information concerning the natural parent **MUST** also be furnished.

Item # 12 If this is a single parent adoption, please complete the appropriate information regarding adopting parent.

A step-parent adoption is not a single-parent adoption.

Item #13 If a NEW certificate is to be prepared, mark "YES".

Items #14 through #27 this information relates to the adoptive parents. Some of this information will be transferred to the NEW certificate of birth.

Item #28 should be completed to indicate if the Attorney, Parent(s), or District Clerk will receive the new birth certificate and provide the current mailing address of the recipient.

SECTION 3

Items #29 through #36 are for the Central Adoption Registry. Please provide the requested information obtained on the biological parents at the time of the adoption and/or termination of parental rights.

Items #37 through #40 Enter the name, mailing address, email address and telephone number of the attorney of record.

Items #41 through #43 Enter the information relating to the child placing agency or managing conservator.

SECTION 4

Items #44 through #45, should be completed by the Clerk of the Court. This section **MUST** be completed to show the child's name after adoption as shown in the final decree of adoption. If Section 4 is not completed by the clerk of the court granting the adoption, a **CERTIFIED COPY** of the final decree of adoption **MUST** be attached to the certificate of adoption form and will be retained by our office.

EXPLANATION OF FEES:

FOR CHILDREN BORN IN TEXAS OR A FOREIGN COUNTRY, THE FEE TO FILE A NEW BIRTH CERTIFICATE BASED ON ADOPTION IS \$47.00. THE \$47.00 FEE INCLUDES THE REQUIRED \$25.00 FEE TO FILE THE ADOPTION AND THE \$22.00 FEE TO ISSUE ONE CERTIFIED COPY OF THE NEW BIRTH CERTIFICATE. (ADDITIONAL CERTIFIED COPIES ARE \$22.00 EACH)

THE \$15.00 CENTRAL ADOPTION REGISTRY (CAR) FEE IS REQUIRED ON EACH ADOPTION DECREE GRANTED IN TEXAS. IF THE CHILD WAS BORN IN ANOTHER STATE AND THE ADOPTION WAS GRANTED IN TEXAS, ONLY THE \$15.00 CAR FEE IS REQUIRED.

FOR ADOPTIONS GRANTED IN OTHER US STATES OR TERRITORIES THE CENTRAL ADOPTION REGISTRY FEE OF \$15.00 IS NOT REQUIRED.

A TOTAL FEE OF \$62.00 MAY BE SUBMITTED IN ONE PAYMENT MADE PAYABLE TO TEXAS VITAL STATISTICS.

MAIL THE PROPERLY COMPLETED CERTIFICATE OF ADOPTION WITH THE
APPROPRIATE FEES TO:

VITAL STATISTICS UNIT
TEXAS DEPARTMENT OF STATE HEALTH SERVICES
PO BOX 12040
AUSTIN TX 78711-2040



Warning: It is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for signing a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health & Safety Code, §195.003)

VS-160 REV 01/2014

**STATE OF TEXAS
CERTIFICATE OF ADOPTION
THIS IS A PERMANENT RECORD - PLEASE TYPE OR PRINT ONLY**

SECTION 1 PLEASE FURNISH THE BIRTH CERTIFICATE INFORMATION CURRENTLY ON FILE IN THE VITAL STATISTICS OFFICE. THIS INFORMATION IS NECESSARY TO LOCATE THE BIRTH CERTIFICATE

ORIGINAL BIRTH INFORMATION	1. NAME OF CHILD (BEFORE THIS ADOPTION) FIRST MIDDLE LAST			2. DATE OF BIRTH (mm/dd/yyyy)	3. SEX
	4. TIME OF BIRTH	5. NAME OF HOSPITAL		6. CITY	7. COUNTY
	9. NATURAL MOTHER FIRST MIDDLE MAIDEN			10. NATURAL FATHER FIRST MIDDLE LAST	
8. STATE OR FOREIGN COUNTRY					

SECTION 2 PLEASE ENTER THE INFORMATION AS IT IS TO APPEAR ON THE NEW BIRTH RECORD. All information below MUST be provided or a new birth certificate cannot be completed. Single-Parent Adoption - Complete Only The Appropriate Information Regarding The Adopting Parent

11. Is This a Step-Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Is This a Single Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Do You Want The Birth Record Changed Based on the Adoption Decree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Adoptive <input type="checkbox"/> Natural	14. NAME OF MOTHER FIRST MIDDLE		CURRENT LAST NAME		MAIDEN LAST NAME
	15. DATE OF BIRTH	16. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		17. MOTHER'S SOCIAL SECURITY NUMBER (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)	
<input type="checkbox"/> Adoptive <input type="checkbox"/> Natural	18. NAME OF FATHER FIRST MIDDLE		LAST		
	19. DATE OF BIRTH	20. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		21. FATHER'S SOCIAL SECURITY NUMBER (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)	
PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH	22. STREET ADDRESS CITY COUNTY STATE ZIP				23. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No
	24. STREET ADDRESS CITY STATE ZIP				25. PARENT(S) TELEPHONE NUMBER:
26. PARENT(S) EMAIL ADDRESS			27. SIGNATURE OF PARENT(S)		
MAIL BIRTH CERTIFICATE TO:	28. <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office		MAILING ADDRESS CITY STATE ZIP		

SECTION 3 PLEASE PROVIDE THE INFORMATION BELOW FOR THE CENTRAL ADOPTION REGISTRY

CENTRAL ADOPTION REGISTRY INFORMATION	29. NATURAL MOTHER FIRST MIDDLE LAST (MAIDEN)			30. SSN
	31. NATURAL MOTHER'S DATE OF BIRTH		32. NATURAL MOTHER'S PLACE OF BIRTH	
	33. NATURAL FATHER FIRST MIDDLE LAST			34. SSN
	35. NATURAL FATHER'S DATE OF BIRTH		36. NATURAL FATHER'S PLACE OF BIRTH	
ATTORNEY	37. NAME OF ATTORNEY OF RECORD			38. ATTORNEY'S EMAIL ADDRESS
	39. MAILING ADDRESS OF ATTORNEY			40. TELEPHONE NUMBER
PLACING AGENCY OR MANAGING CONSERVATOR	41. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			
	42. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			43. TELEPHONE NUMBER

SECTION 4 CERTIFICATION OF THE COURT

Please complete the child's name as set forth in the Decree of Adoption

44. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE:
 FIRST MIDDLE LAST

45. I HEARBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN THE DECREE OF ADOPTION WHICH WAS GRANTED ON _____ DAY OF _____ IN THE _____ COURT OF _____ COUNTY, TEXAS IN CAUSE # _____

DISTRICT CLERK'S SIGNATURE