



1511 Fredericksburg Rd., San Antonio, Texas 78201
(210) 227-2229 Fax: (210) 227-2241

ADOPTION PROCESS CHECKLIST

Agency Documents:

1. Application to adopt
2. De-Identified adoptive parent profile
3. Medical History and Physical Examinations on all who reside in the home (valid for one year)
4. Conviction statement (notarized)
5. Corporal punishment
6. Letters of reference (three from non-relatives)
7. Financial agreement (notarized)
8. Receipt of placement agreement
9. At-risk statement (if applicable)
10. Interstate compact (if applicable)
11. Commitment letter (signed & notarized when matched)
12. Original placement agreement (at placement)
13. Fingerprint cards (FBI) (applies to non-residents of Texas)

Adoptive Parents Documents:

1. Prior adoption home study (if applicable), current home study and update that meets Texas minimum requirements (if applicable)
2. Verification of parent education/training (readings, videos, ect.)
3. Current marriage license/divorce decree(s) for previous marriages (his and/or hers)

4. Birth certificates for each applicant and child(ren) in home
5. Adoption decree for each adopted child in home (if applicable)
6. Copy of state driver's license/ID (All members and others over age 14 living in home)
7. Social Security numbers (Please provide the SS# of all family members and others living in home on a single sheet of paper - official copy not required)
8. Income tax returns for the last two years (first two pages only)
9. Employment verification noting job status, length of employment, and annual salary(each working applicant)
10. Current insurance policy, copy of insurance card, or letter from employer verifying coverage in effect
11. Photo album (one original and four color copies)
12. Dear birth parent letter
13. Sketch of your home floor plan with room dimensions and purposes of all rooms in the home
14. Photos of outside areas showing the grounds to be used by a child
15. Copy of current (with one year) pet vaccinations (if applicable)