

## Adoption Recognition for Travis County

### **FORMS**

Go to the following website

<http://www.dshs.state.tx.us/vs/regproc/forms.shtm#adoption>

and download the following forms located under ADOPTION

FORMS:

- a. VS 160 - Certificate of Adoption
- b. VS 166.531 - Validation Petition
- c. VS 166.532 - Validation Order

Fill out the Validation Petition and Validation Order with the particulars for the adopted child and the parents. The Petition is the form that you will file with the District Clerk's office and the Order is what will eventually be signed by the Judge. Please include a photocopy of your adoption decree with your petition.

Fill out Sections 1, 2 and your agency information at the bottom on the Certificate of Adoption. This is the form that will be used to file with the Bureau of Vital Statistics for the Texas Birth Certificate. Please make sure that the District Clerk has completed Section 4 after your adoption has been recognized by the courts.

### **APPLYING**

The District Clerk's Offices are located at:

Travis County Court House  
1000 Guadalupe (10th and Guadalupe)  
District Clerk's Office-Family Division is on the 3rd  
floor

Direct # to the Family Division 854-4369  
Family Division moved to a big room #302

Tell the person at the desk you want to submit an application for recognizing the validity of foreign adoption. You will then be directed to someone in a cubicle. The payment is \$222 and personal checks are fine. They will give you a receipt and a copy of the application with all their stamps on it. If you have not already filled out Form 160 they still may give you

the forms as you will need to bring them back to the courthouse as the Family Division Clerk's office needs them to go with the Order that the judge will sign.

With your documents from the District Clerk go up to the 4th floor Room #435 to the Court Administrator's Office. (phone # is 854-2484).

Tell them you want to make an appointment for the Adoptions Docket.

Adoptions Docket is usually Tuesdays at 1:30 pm.

### **APPOINTMENT DAY**

Please bring a copy and the original documents from China including the Adoption Decree, the Abandonment Certificate, and the Birth Certificate.. Please be sure to bring the ORDER and Form 160 that needs to be signed off by the Clerks office.

Generally when it is your turn you will be called before the Judge. The judge will review your Petition and supporting documents. You will be sworn in and may have to answer some questions. The process is very brief and after all questions have been answered and forms reviewed the Judge will sign the ORDER.

You will need to take the signed ORDER back to the District Clerk's office who will then need to fill out Section 4 of the Form 160 for you.

### **BIRTH CERTIFICATE**

The Bureau of Vital Statistics is located at:

1100 West 49th Street

Austin, TX 78756

Monday-Friday

8 am - 5 pm

Bring a completed Form 160 to the Bureau of Vital Statistics and a check for \$22 (cash, check or money

order). When you get to the window tell them you are requesting a birth certificate for an adoption recognition and they will assign you to an Adoption Specialist. After sitting with the clerk and after reviewing your information you can either opt to come back in person and pick it up or you can opt to have it mailed to you (allow 10 days).

**TVS Homepage**

<http://www.dshs.state.tx.us/vs/default.shtm>

**Mail Form Instructions**

<http://www.dshs.state.tx.us/vs/reqproc/forms/vs142.3.pdf>