



PERSONAL DOCUMENTS CHECKLIST – AGE 15

Purpose: DFPS staff use this form to document when a youth receives photocopies and certified copies (or originals) of the youth’s personal documents. The youth is required to have these documents by policy and law (TFC §264.121).

Directions: To complete this form, the primary caseworker and youth (or caregiver when appropriate) must sign that the youth (or caregiver) received the required documents. The caregiver may keep and store the documents for the youth. DFPS staff must begin gathering the personal documents no later than when the youth is age 15 ½. Personal documents must be given to the youth **before** the youth is age 16. Additional guidance is provided on page 2.

Documentation: DFPS staff places copies of all personal documents and the signed Form 2527 in the youth’s external case file, and provides a copy of Form 2527 to the youth. If personal documents are provided at different times, DFPS staff completes another Form 2527. DFPS staff must complete an IMPACT *Contact Narrative* stating:

- The youth (or caregiver) received the documents.
- Which documents were provided.
- Any efforts to obtain documents if they were not provided.
- Plans to keep documents in a safe place.

YOUTH'S INFORMATION

Full Name:	Date of Birth:	DFPS PID Number:
------------	----------------	------------------

REQUIRED DOCUMENTS

Check the appropriate boxes. Youth (or caregiver) **must initial** that *both* a photocopy and certified copy were received as required by law.

- Birth Certificate copy _____ certified (or original) _____
- Social Security Card or replacement card copy _____ original _____
- Personal identification card issued by the Texas Department of Public Safety (DPS) copy _____ original _____

PERSONAL DOCUMENTS STORAGE

Describe the youth’s plan to keep documents in a safe place:

CREDIT REPORTS

The youth was informed that a credit report was run. Yes No

Date credit report run:



SIGNATURES	
Youth: X	Date Signed:
Youth's Caregiver: X	Date Signed:
DFPS Caseworker: X	Date Signed:

COMMENTS
<p><i>Note attempts to secure documents as appropriate.</i></p>



Additional information and guidance on where to obtain documents:

Birth Certificates

The CPS foster care eligibility specialist must access the Department of State Health State Service's (DSHS) BVS system, which allows the specialist to verify birth information and order certified birth certificates for children in DFPS conservatorship who were born in Texas. See CPS Policy [1521](#) Requesting Certified Birth Certificates forms and protocols.

Note: A BVS screen print is not sufficient for purposes of complying with policy [6452](#) Personal Documents Provided to Youth and law (Texas Family Code [§264.121](#)). The youth must receive, by the day the youth turns 16 years of age, a physical certified copy or original of the youth's birth certificate. This may be either the "long" or "short" form birth certificate.

Social Security Card or replacement card

DFPS staff contacts the regional SSI coordinator or other regional staff to process the request. A listing of regional SSI coordinators can be found on the DFPS Safety Net at <http://intranet/CPS/Regional/SSI.asp>.

State Identification Card

The Texas Department of Public Safety requires that a certified birth certificate and other additional records or supporting documentation be submitted with a DPS application to obtain either a Texas driver's license or personal identification card. A list of required documentation, records, costs associated with purchasing these documents, and the DPS application are available at the [Texas Department of Public Safety](#) website.

Credit Reports

Every fiscal year an annual batch report is run with the three credit reporting agencies for youth in DFPS conservatorship ages 14 through age 17. Individual requests may be made to state office if the youth meets criteria per policy [6453](#) Consumer Credit Reports. When a credit report is run, the caseworker is required to inform the youth that this occurred.

DFPS staff can access more information and guidance on the [Credit Reports for Youth](#) page of the DFPS Safety Net. For specific protocols and an FAQ, read the *Credit Report Directions* document found under *Resources* on the right-hand side of the page.