



FOSTER CARE AND ADOPTION PARENTING APPLICATION

CHILD PROTECTIVE SERVICES (CPS) – PLACEMENT, ICPC, AND FAD

Purpose: This form gathers information about a foster or adoption applicant's demographic and personal information. This information is used by DFPS staff during the home assessment period.

Instructions: In this form, "Applicant #1" is the prospective foster or adoptive parent. "Applicant #2" is that person's spouse. Information about an adult caregiver other than a spouse who will be in the home helping to care for the child may be included in the "Applicant #2" column.

To complete this form, provide all of the information outlined. Only one form per household needs to be completed. If more space is needed, use another sheet of paper.

Directions: Complete this form and give it to your FAD worker once completed. FAD keeps this form secure in the family's case record.

Texas Government Code §559.002 gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected, by contacting the person or unit to whom you submitted this form. For questions, contact the person who gave you this form.

INFORMATION MEETING/ORIENTATION ATTENDANCE DATE:		
FAMILY INFORMATION		
Foster/Adoptive Family Name	Home Telephone Number	
Email Address:	Can you receive Word Document attachments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Residence Address (Street, City, State, Zip)		
Mailing Address (if different)		
County:	School District:	
Directions to the Home:		
DEMOGRAPHICS		
	Applicant #1	Applicant #2 or Adult Caregiver
Full Name: First, Middle, Last		
Prior Names: Maiden, Previous Married, or Alias		
Gender:		
Cell Phone:		
Date of Birth:		
Social Security Number:		
Driver's License Number:		
Racial or Ethnic Background:		
What languages do you speak?		
Place of Birth: (city, state)		
How long have you lived in Texas?		
Citizenship: Are you a U.S. Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	If "No", where is your citizenship?	If "No", where is your citizenship?
Are you a Permanent Resident Alien? If "Yes" how long?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A years months	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A years months
Highest educational level completed		

INTERESTS: TYPES OF CHILDREN

Describe the types of children for which you are interested in providing adoption and foster care services.

Interest	<input type="checkbox"/> Foster Care <input type="checkbox"/> Adoption <input type="checkbox"/> Both <input type="checkbox"/> Unsure		
Number	Sex <input type="checkbox"/> Boy <input type="checkbox"/> Girl <input type="checkbox"/> Either	Age Range	Races and Ethnicities (Check those that apply) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Other:

MOTIVATION

Please explain briefly why you want to be foster or adoptive parents for children:

OTHER HOUSEHOLD MEMBERS

List the other members of your household

Full Name	Relationship	Sex	Ethnicity	Date of Birth	Social Security Numbers

MARITAL INFORMATION

Marital Status:

Married Single Separated Divorced Widowed

Date of Marriage	Place of Marriage (City, State, Country)	County
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PREVIOUS MARRIAGES

Name of Previous Spouse	Date of Marriage (From - To)	How Ended	Recording of Divorce (County and State)
Applicant #1		<input type="checkbox"/> Divorce <input type="checkbox"/> Death	
Applicant #1		<input type="checkbox"/> Divorce <input type="checkbox"/> Death	
Name of Previous Spouse	Date of Marriage (From - To)	How Ended	Recording of Divorce (County and State)
Applicant #2		<input type="checkbox"/> Divorce <input type="checkbox"/> Death	
Applicant #2		<input type="checkbox"/> Divorce <input type="checkbox"/> Death	

NOTE: If you are married, both you and your spouse must apply together.

EMPLOYMENT

Applicant #1		Applicant #2 or Adult Caregiver	
Occupation		Occupation	
Employer		Employer	
Employer Address (Street/P.O. Box, City, State, ZIP)		Employer Address (Street/P.O. Box, City, State, ZIP)	
Work Phone	Can you receive calls at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Phone	Can you receive calls at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Date		Employment Date	
Work Schedule From: _____ To: _____		Work Schedule From: _____ To: _____	
Days Per Week	Total Hours Per Week	Days Per Week	Total Hours Per Week

PRIOR EXPERIENCE/APPLICATIONS

Have you provided or applied to provide foster care before? Yes No
 If "Yes", what agencies did you work with? (Please provide name, address, and telephone number).

 When did you work with that agency?

Have you ever before applied to adopt a child or adopted a child? Yes No
 If "Yes", what agencies did you work with? (Please provide name, address, and telephone number).

 When did you work with that agency?

This section is completed by persons who have applied to become foster or adoptive parents. The purpose of this section is to: (i) notify applicants that DFPS will conduct a background check, including a criminal history record check, and (ii) identify the criminal convictions that either bar applicants from being approved or verified or that may be considered when evaluating an applicant. The form is provided in accordance with Subchapter K, Chapter 264, Family Code ([§264.8521](#)).

DFPS must complete the types of background checks defined below on all persons who have applied to become approved or verified as foster or adoptive parents, as well as certain household members of foster and adoptive applicants and certain individuals who may be present in the foster or adoptive home. The types of checks that a person is required to undergo will depend on the person's role in the home. The types of checks that may be conducted are as follows:

- **DPS Criminal History Check** – A name-based check of records from the Texas Department of Public Safety (DPS).
- **FBI Fingerprint Check** – A fingerprint-based check of records from the FBI National Crime Database.

- **DFPS History Check** – A check of DFPS’s database for abuse or neglect. The search identifies all CPS, APS, and Child Care Licensing cases that reference the subject of the background check as a principal or collateral source, regardless of the subject’s role or relationship in the case.
- **Out of State Registry Check** – A check of child protective services records in other states where the applicant or any household member over age 18 has lived since becoming 18 years of age.
- **Local Law Enforcement Service Call Check** – A check to obtain additional information from local police or sheriff department regarding service calls to the home.

See 40 Texas Administrative Code [§745.611](#) (Note: checks conducted by FAD may be more extensive than those minimally required by Child Care Licensing)

BACKGROUND CHECK RULES

State Abuse and Neglect Registries

An applicant is **barred** from verification as a foster parent or approval as an adoptive parent if the applicant or any other person who is 14 years-old or older, is a household member, an employee of the applicant, or a frequent or regular visitor in the applicant’s home, and is not under DFPS conservatorship, and has been given a DFPS investigative finding of *Reason to Believe* for sexual abuse in Texas, or any like finding under the law of another state. Persons with a *Reason to Believe* finding for sexual abuse in Texas, or any like finding under the law of another state, are not eligible for risk evaluations and are permanently barred from being present in a verified or approved home.

An unrelated applicant is **barred** and a related applicant **may be denied** verification as a foster parent or approval as an adoptive parent, if the applicant or any other person who is 14 years-old or older, is a household member, an employee of the applicant, or a frequent or regular visitor in the applicant’s home, and is not under DFPS conservatorship had been given a DFPS investigative finding of *Reason to Believe* for **physical abuse** in Texas, or any like findings under the laws of another state. Persons with a *Reason to Believe* finding for physical abuse in Texas or another state *may* be eligible for a risk evaluation before a final decision is made of whether to verify or approve an applicant to foster or adopt. However, the person against whom the finding was issued may be temporarily barred from being present in a foster or adoptive home if Child Care Licensing determines that the person is an immediate threat or danger to the health or safety of children.

An applicant **may be denied** verification as a foster parent or approval as an adoptive parent, if the applicant or any other person who is 14 years old or older, is a household member, an employee of the applicant, or a frequent or regular visitor in the applicant’s home, and is not under DFPS conservatorship has been given a DFPS investigative finding of *Reason to Believe* for neglect (including for neglectful supervision or medical neglect), refusal of parental responsibility and emotional abuse or any other like findings under the law of another state. Persons with a *Reason to Believe* finding for neglect *may* be eligible for a risk evaluation before a final decision is made of whether to verify or approve an applicant to foster or adopt. However, the person against whom the finding was issued may be temporarily barred from being present in a foster or adoptive home if Child Care Licensing determines that the person is an immediate threat or danger to the health or safety of children.

An applicant **will not be approved** as a foster or adoptive parent, if the applicant or any other person who is 14 years-old or older, is a household member, an employee of the applicant, or a frequent or regular visitor in the applicant’s home, and is not under DFPS conservatorship has an investigation for abuse or neglect *pending* in this or any other state.

Criminal History

An applicant **will be permanently barred** from verification as a foster parent or approval as an adoptive parent, if the applicant or any other person who is 14 years old or older, is a household member, an employee of the applicant, or a frequent or regular visitor in the applicant’s home, and is not under DFPS conservatorship has been convicted of a **felony** offense in the Texas Penal Code that are listed as a permanent bar on the [criminal history assessment chart](#), or convicted of any other like offense under the law of another state or federal law.

Criminal history that is not listed on the chart as a permanent bar to becoming verified or approved may still impact an application or an applicant’s eligibility to receive a risk evaluation.

An “*Attempt to Commit*” conviction will be treated as falling under the same section of the Texas Penal Code as the crime that was attempted.

Additionally, an applicant is barred from verification as a foster parent or approval as an adoptive parent, if the applicant or any other person who is 14 years old or older, is a household member, an employee of the applicant, or a frequent or regular visitor in the applicant's home, and is not under DFPS conservatorship, has been indicted for (or is the subject of a criminal complaint related to) any of the applicable felonies listed on the criminal history assessment chart and the indictment or complaint has been accepted by a district or county attorney. This bar on verification or approval remains until the criminal charges are dismissed or as long as the applicant or other person who is either under indictment or the subject of an accepted criminal complaint lives, remains employed, or continues to be a frequent or regular visitor to the home.

DFPS provides applicants with a paper copy of the [criminal history assessment chart](#) used to determine what convictions are available for risk evaluations and what convictions are considered temporary or permanent bars to verification or approval. Please consult the chart to determine how a specific conviction, if any, may impact an application to verify or approve. If you have a criminal history that is not listed as a temporary or permanent bar to verification or approval, please consult with DFPS staff. If you need assistance understanding the chart, please contact DFPS staff for further guidance and explanation

PERSONAL ACKNOWLEDGEMENT		
	Applicant #1	Applicant #2
Have you ever been convicted of, or are you currently facing charges for, any misdemeanor or felony criminal offense in Texas or any other state? (Traffic offenses that are a Class C Misdemeanor do not have to be reported.) If yes, please explain below.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you under indictment for or charged in an official criminal complaint that has been accepted by a district or county attorney in Texas or any other state? If yes, please explain below.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
ABUSE/NEGLECT HISTORY		
Have you ever been investigated for abuse or neglect in Texas or any other state? DFPS will check its own files and the files of other states, if applicable, to determine whether you have been reported as a perpetrator of abuse or neglect. If yes, please explain below.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

RELEASE OF INFORMATION AND CERTIFICATION OF ACCURACY

My signature on this form acknowledges my understanding that the Texas Department of Family and Protective Services:

- will conduct criminal history checks;
- will conduct child abuse and neglect records checks;
- may contact law enforcement agencies, other child welfare agencies, or both; and
- may acquire a certified copy of my driving record (if applicable).

My signature on this form also indicates consent to the release of this information to entities or persons who are authorized and permitted by law to access this information, to the extent that it is necessary to complete the verification to foster or approval to adopt process. I understand that if I do not consent to the release of this information for the purposes described below, the verification to foster or approval to adopt process cannot be completed and the prospective foster or adoptive parent, if applicable, will be informed of this fact.

DFPS may release the results of a Criminal History Check and DFPS History Check to entities or persons authorized and permitted by law to access the information. This includes, but is not limited to, authorized DFPS employees, home screening contractors, attorneys or guardians ad litem, DFPS attorneys, court personnel, court appointed special advocates, and the staff of private child-placing agencies, to the extent that access is necessary to complete the verification to foster or approval to adopt process. Additionally, *if* I am a foster or adoption applicant, DFPS may release this information to my attorney upon my request and consent.

Release of this information by DFPS is restricted to persons or entities involved in verification or approval. DFPS will not release information to third parties who are not involved in this process.

My signature also acknowledges that I have read the rules regarding background checks and have received a paper copy of the criminal history assessment chart. It further acknowledges that I have reviewed the list of criminal offenses that may impact verification or approval and was given an opportunity to ask questions.

I understand that I have the right to contest the information found in my criminal background checks. I understand that the information provided by me may be verified by DFPS. I further understand that the inclusion of any false information or the omission of any requested information is cause for denial of the applicant's foster or adoptive parent application or for subsequent closure of the applicant's foster home or pre-consummated adoptive home.

Lastly, my signature certifies that the information provided on this application is true and correct to the best of my knowledge. In order for DFPS to verify the information contained in my application, I grant DFPS permission to:

- check and request copies of criminal history and law enforcement records in Texas and other states; and
- check and request copies of abuse and neglect records in Texas and other states.

SIGNATURES

Applicant Signature:

X

Date Signed:

PRINT Name:

Applicant or Adult Caregiver Signature

X

Date Signed:

PRINT Name:

Retain this page for your records

According to state and federal guidelines, DFPS is required to provide the subject of a background check with information on how to obtain a copy of or challenge the information found in his or her criminal history record. To obtain a copy of the results of your DPS Criminal History Check or FBI Fingerprint Check or FBI, please contact your foster-adoption (FAD) worker.

How to Contest the Results of a DPS or FBI Check

Department of Public Safety (DPS)

To contest or update information in your DPS record, follow the steps in the [DPS Error Resolution Form](http://www.txdps.state.tx.us/administration/crime_records/pages/erForm.pdf) (http://www.txdps.state.tx.us/administration/crime_records/pages/erForm.pdf).

Federal Bureau of Investigation (FBI)

To challenge a criminal history summary in your FBI record, refer to the steps explained on the FBI's [Criminal History Summary Checks](http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary) page (<http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>).