



San Antonio: Bexar, Comal, Guadalupe
Austin: Hays, Travis, Williamson
Email: contact@tcpmfs.org
Website: www.tcpmfs.org
Phone: (210) 516-2607
Fax: (210) 855-0931

SUPERVISED VISITATION REFERRAL CHECKLIST

Thank you for your interest in our Supervised Visitation services. The first step in registration is to obtain a court order or formal agreement for all parties to utilize our Supervised Visitation services. The order or agreement should specifically name **TCP Marriage & Family Services** as the supervision provider.

Before we can begin services, we will need to the parties to complete the following:

1. Provide a copy of the full court order or the parties' agreement. Please include any formal findings of domestic violence or copies of protective orders if either exists. Court orders or agreements of the parties must include specific language regarding directives on the times, days, and locations of the visits, as outlined in our sample order.
2. Each party must submit fully completed intake information. This includes the data form, acknowledgement of **Notice of Privacy Practices**, a color copy of each party's ID, and pictures of each child involved in our services. Please scan and email or hand deliver these copies to the address listed above.
3. Provide a signed and initialed copy of the **Visitation Guidelines** from the custodial parent and each person who is authorized by the court to visit the children.
4. Submit the registration fee and initial retainer (via cash, card, check or money order) from each party involved.
5. After all parties have sent in the above required items we will contact each party to schedule an orientation appointment to complete the intake process. This appointment is generally conducted via telephone, lasts approximately 45 minutes, and will need to be completed prior to scheduling the first visit.

All required items *must* be received by our office no later than 72 hours prior to the visit.
All parties *must* complete orientation prior to visits being scheduled.

*Please do not send any information to our interviewing office.
All correspondence should be hand delivered or mailed to the address listed above.*