



Supervised Visitation and Exchange Center
Faith Temple Baptist Church • 525-B North Sowers Road • Irving, TX 75061
Phone 972-313-2100 Fax 972-313-2131
www.hannahshouse.org

SUPERVISED VISIT AND EXCHANGE REFERRALS

Thank you for your interest in Hannah's House Supervised Visitation and Exchange Center. Our business office hours are 10:00 a.m. to 5:00 p.m. Tuesday through Friday. Before we can assign cases or begin services we will need to have the following information at least 48 weekday business hours before the services begin:

- _____ 1. A copy of the **full** Court order. Please include any formal findings of domestic violence or copies of protective orders if either exist.
- _____ 2. **Fully completed** intake information from each party. This includes the personal information form, a copy of each party's ID, and pictures of each child involved in our services.
- _____ 3. A signed and initialed copy of the rules for use of our services from each person who is authorized by the Court to visit and/or exchange the child.
- _____ 4. For visitations, we will need the person with possession of the children to complete a childcare instructions form.
- _____ 5. The registration fee from each party involved.
- _____ 6. Notice if Family Court Services or Child Protective Services has been involved with the case.
- _____ 7. After the parties have completed their documentation each party will need to schedule an appointment to come to Hannah's House to complete the intake process, including an orientation to the center and a question and answer session with center staff. This appointment lasts approximately 1 hour and will need to be completed 48 weekday business hours prior to the beginning of the first visit or exchange.

Sincerely,

The Staff of Hannah's House