# Confidential Client Intake Form

Clear Lake, Texas | www.spacecityconnects.com | Complete all applicable fields

## Client information

Full legal name

Preferred name / pronouns (optional)

Date of birth

Role in case (visiting parent / receiving parent / guardian / other)

Safe telephone

Safe email

Mailing address (only if safe to provide)

Preferred language / interpreter or accessibility needs

- [ ] Safe to leave voicemail?
- [ ] Safe to send text messages?

Emergency contact name / relationship / telephone

## Children participating

Provide a separate child information sheet if more than two children are participating.

Child 1 name / birth date

Child 1 allergies, medication, disability accommodations or emergency needs

Child 1 comfort strategies, routines and relevant communication needs

Child 2 name / birth date

Child 2 allergies, medication, disability accommodations or emergency needs

Child 2 comfort strategies, routines and relevant communication needs

## Court and referral information

Court / county / cause number

Current court order date and type

Referring attorney / agency and contact

- [ ] Court-ordered supervision?
- [ ] Current protective or no-contact order?

Relevant restrictions, including contact, transportation and exchanges

Documents supplied / documents still pending

## Requested services and logistics

- [ ] Service requested: supervised visit / supervised exchange / both

Proposed frequency, day, duration and time

Approved pickup / drop-off persons (subject to verification)

Accessibility or interpretation accommodations

Special arrival, departure or separation requirements

## Private safety screening

Complete separately from the other parent. You may request a private conversation instead of writing sensitive details here. Do not provide a confidential address if disclosure could create a safety risk.

- [ ] Concerns about threats, coercive control, stalking, violence, abduction or intimidation?
- [ ] Concerns about substance impairment or child abuse / neglect?

Safety concerns and requested precautions (optional; may discuss privately)

Any emergency plans or restrictions supervisor should know

## Acknowledgment

Submission is a request for services, not acceptance. Applicable orders, intake interviews and safety review must be completed before scheduling. Information may be disclosed when legally required, including mandated reporting and valid court process.

Client signature / date

Supervisor intake review / date

Status: pending / accepted / declined / referred elsewhere