



Tennessee Department of Children's Services

Request for Access to Sealed Adoption Records/Release of Information and Other Services

Pursuant to Tennessee statute and Rule and Department of Children's Services policies and procedures, I hereby request access to a sealed adoption record, and if determined eligible, request release of those records or information and the provision of records access as specified below.

Date: _____

Requestor Information

Requestor's Name (Print) _____ * Date of Birth _____ * Telephone Number(s) _____
Area Code + Number L=Landline; C=Cell; NA

Requestor's Address: _____ *
Street/PO Number Apt # City State Zip

Requestor's E-Mail Address: _____

Unless otherwise directed, all information will be released through regular US Mail Service. If you prefer information to be released to you by Scan/E-Mail in lieu of hard copy, information will be submitted by secure e-mail to the E-Mail address designated above.

Requestor's Relationship to Adoptee: _____ *

Sealed Record Information

Child's (Adoptee's) Full Birth Name * _____ and/or _____ Child's (Adoptee's) Full Adoptive Name *

Child's Date of Birth _____ Gender (Male=M; Female=F; Unknown=Unk) _____ County and State of Birth _____

County and Court of Adoption _____ State of Adoption _____ Date of Adoption Decree _____

Full Name of Adoptive Mother _____ Full Name of Adoptive Father _____

Full Name of Birth Mother _____ Full Name of Birth Father _____

Reason for Request-Choose all that Apply:

- ☐ 1. Access to records for an eligible person who was placed for adoption on or before March 16, 1951 and all Tennessee Children Home Society Records.
- ☐ 2. Access to records for an eligible person whose adoption was finalized on or after March 16, 1951.
- ☐ 3. Non-identifying information to an eligible person eighteen (18) years of age or older.

Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Requestor

RA File

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- ☐ 4. Transmittal of medical information to an eligible person.
- ☐ 5. Transmittal of updated medical information requested after finalization.
- ☐ 6. Search services pursuant to a request for contact with adoptee or designated relatives.
- ☐ 7. Application for registration with the Contact Veto Registry.
- ☐ 8. Application for registration with the Advanced Notice Registry.
- ☐ 9. Obtain Court and Docket # of adoption (for legal purposes only).

Additional information regarding this request:

- ◆ I understand that the TN Department of Children's Services is obligated to verify my identity and/or relationship to the adoptee prior to any further action on this request.
- ◆ Upon review of the request, the Department will notify me in writing of additional information or verifications needed. The Department will include a schedule of fees which has been established for services and which must be paid in advance. Fee waivers are available upon verification of income.
- ◆ If determined eligible, a Sworn Statement is required to be filed by you if the adoption was finalized on or after March 16, 1951.
- ◆ If determined eligible, I understand that I may request an appointment with the Department to review the adoption record in person/ on-site.
- ◆ I understand I am eligible to receive a copy of the record either through US regular mail or scan/e-mail at the address noted above. The copy will be processed by the Department and will be subject to fee for service.

Requestor's Authorizing Signature

Attach Picture ID * Date

Signature of Client Representative

Attach Appropriate Authorizations such as Power of Attorney or Legal Guardianship *

Date _____

The Information Below For use by DCS Office of Child Permanency, Records Access Services Unit personnel only

Person to Whom Information Released:

Address:

E-Mail Address:

Telephone #:

Released by DCS Access and Services to Sealed Records Unit:

Signature	Date
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Contact information for DCS Office of Child Permanency, Access and Services to Sealed Records Unit
436 6th Avenue N., 8th Floor Cordell Hull Building
Nashville, TN 37243