

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-1026
Request for Access to Sealed Adoption Record/Release of
Information and Other Services

This form represents the written request or inquiry made by a potentially eligible person or their legal representative for the following:

1. Access to sealed adoption records or release of information and other services regarding Tennessee adoptions.
2. Release of non-identifying information contained in the adopted person's sealed adoption record, sealed record, or post-adoption record. Non-identifying information which may be released is limited to that which is identified under statute.

Further reference:

For Rules and Forms Governing Access to Adoption Records for Adoptions finalized on or after March 16, 1951, go to <http://www.state.tn.us/sos/rules/0250/0250-07/0250-07-12.pdf>

For Rules regarding Release of Non-Identifying Information, go to <http://www.state.tn.us/sos/rules/0250/0250-07/0250-07-11.pdf>

All elements marked with "*" are required to be completed. Elements without an asterisk should be completed if information is available.

Attach verification of identity (EX. Copy of picture ID, or driver's license or passport) and other supportive documents (EX. Copy of birth certificate, order of adoption, order of paternity) to the request.

The completed form with appropriate attachments and original signatures in blue ink is to be mailed to:

Tennessee Department of Children's Services
Office of Child Permanency/Access and Services to Sealed Records Unit
315 Deaderick Street, 9th Floor, UBS Building
Nashville, Tennessee 37243

or e-mail to:

EI.DCS.PostAdoptionServices@tn.gov

Upon receipt of the form and attachments, the Department will issue a written notice to the requestor which will confirm receipt. In addition, the Department's written notice will

provide further information about the processing of the request including an estimated timetable to determine eligibility and a listing of fees which have been established for services. The notice will provide information regarding a fee waiver which is available contingent on verification of income. Currently, fees which are not waived may be paid by check, or cash or money order only in advance of any service provision.

Requests will be processed on a first come, first serve basis upon receipt in the Department.

* For additional questions/concerns regarding the completion of this document, contact the DCS Office of Child Permanency, Access and Services to Sealed Records Unit Customer Services Information Line 615-532-5637.