



Post Adoption Services
UBS Tower, 9th Floor
315 Deaderick Street
Nashville, TN 37243

Date: _____

Dear _____,

Our office received your request on _____ for a copy of adoption agency records in accordance with the Tennessee law governing adoption records.

Based on the information you provided in your request, our office has identified a record that may be associated with your request. The Department charges a fee to research your case to further determine your eligibility to have access to the requested sealed adoption records maintained by Tennessee Department of Children's Services.

Before records are released, you must provide verification of your identity. Please include a copy of your ID along with your fee payment. Acceptable forms of verification of identity include a valid photo driver's license, other photo identification, full birth certificate, passport, or marriage certificate.

Please mail your payment, copy of your ID, and copy of this letter to:

Tennessee Department of Children's Services
Post Adoption Services
UBS Tower, 9th Floor
315 Deaderick Street
Nashville, TN 37243

Your payment of _____ can be made the form of a cashier's check, money order, or personal check made payable to Department of Children's Services. Cash payment will be accepted only when hand delivered at the address above. If you would like to hand deliver your payment, please contact our office in advance to ensure we are present to accept. If you choose to make payment in person, you must **bring a copy of this letter** with you. A receipt will be provided to you in the same method of delivery you selected.

If you receive public assistance benefits such as: Temporary Assistance for Needy Families (TANF), Food Stamps (SNAP), Medicaid (TennCare), or Supplemental Security Income (SSI), you are eligible to obtain these services at no cost. You must provide written verification of current benefits in order to be approved for a fee waiver. If you believe you qualify for a fee waiver, please let me know and our office will provide you an Affidavit of Income and Resources waiver to determine your status to waive these fees.

If your fee or fee waiver is not received within six (6) weeks from the date of this letter, your request for this service will be closed.



Post Adoption Services
UBS Tower, 9th Floor
315 Deaderick Street
Nashville, TN 37243

We will begin processing your request for eligibility once we receive payment or determine you are eligible for a fee waiver. Requests for eligibility are processed in the order in which they were received. We will notify you immediately, if there is a problem processing your request. Please allow up to six (6) weeks to hear from us while processing your request.

Once your eligibility is determined, you will be notified of the decision in writing. If you are eligible, you will receive a letter explaining next steps and the additional costs associated with copying the record.

Please contact me if you have any questions.

Sincerely,