



Post Adoption Services  
UBS Tower, 9<sup>th</sup> Floor  
315 Deaderick Street  
Nashville, TN 37243

**Date:** \_\_\_\_\_

Dear: \_\_\_\_\_,

Thank you for your request for records. Our office has reviewed your request, and unfortunately has determined that you are not eligible to receive a copy of the record you requested according to Tennessee's laws governing adoption records. The law outlines specific eligibility requirements that must be met for the Department of Children's Services to release a sealed adoption record. While our office makes diligent efforts to serve each customer, there are specific circumstances that prevent the release of records which are outlined below. The specific reason(s) the record you requested cannot be released is selected in the options below.

☐ **No written consent from the adoptee** In accordance with the Tennessee law (§T. C. A. 36-1-127 (c) (1) (B), identifying information from any records of an adopted person or a person twenty-one (21) years of age or older, or a person for whom adoption records, sealed records, sealed adoption records or post adoption records of an adoption or attempted adoption of such person are maintained, may only be released to the parents, siblings, lineal descendants, or lineal ancestors with the express written consent of the adopted person or a person for whom sealed records, sealed adoption records or post adoption records of an adoption or attempted adoption of such person are maintained.

☐ **Involuntary termination of parental rights of the birth parent(s)**  
In accordance with the Tennessee law (§T. C. A. 36-1-127 (e) (1) (B), no access to identifying information in any adoption record, sealed record, sealed adoption record, post adoption record, or adoption assistance record shall be granted at any time to any parent or pre-adoptive guardian, or to a sibling, lineal ancestor, or spouse or legal representative of the person whose rights were involuntarily terminated for cause in a termination of parental rights proceeding.

☐ **No written consent from the biological parent who was victim of rape or incest**  
In accordance with the Tennessee law (§T.C.A. 36-1-127 (e) (2)), no identifying information from the sealed records, sealed adoption records or post adoption records shall be released without the written consent of the biological parent if such records indicate that, with respect to the adopted person, the biological parent was the victim of rape or incest.

☐ **Individual whom consent is required is deceased**

☐ **Requestor unable to establish relationship.**

☐ **Other:**



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You have the right to appeal this decision. If you choose to appeal this decision, you must complete the attached letter and mail or fax to the Administrative Procedures Division of the Department of Children's Services within 10 days of receiving this denial letter. If you have any questions regarding the Fair Hearing process, please contact the Administrative Procedures Division at (615) 741-1110. For legal help, you may contact your local Legal Aid Office. You may fax your appeal form directly to (615) 741-4518 or mail to:

Plaza Tower-Metro Center  
200 Athens Way, 2nd Floor, Suite B  
Nashville, TN 37243  
If mailing appeal by Fed Ex or UPS use zip code 37228

Your receipt or fee waiver for payment of processing your request is attached. If you have questions, or if there are other ways that I can help you, please contact me at \_\_\_\_\_.

Sincerely,

Enclosure: Appeal Form