



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

Date: _____

Dear _____,

Thank you for the opportunity to serve you through our Post Adoption Services Unit. This letter provides details regarding next steps to obtain a copy of the record you requested.

Records Copy Fee Requirements

We are preparing to copy your record. There are potentially three sections of the post adoption record. The sealed adoption record is the record that contains all information that was available at the time of your adoption that was provided to our office to seal. The post adoption file is our file we maintain in Central Office that outlines requests made for the record or any correspondence that has been sent or received. The Tennessee Department of Vital Records are records that are birth certificate related. The Department of Children's Services must copy all pages in each section requested of the record. You may choose to only request certain sections of the record if you wish. Each person's record is different, and most records do not contain the additional section from the Tennessee Department of Vital Records. The copy fee is calculated based on the number of pages the record you are requesting contains. The copy fee is 25 cents per page. Costs associated with each part of the record are listed below. Please indicate on the enclosed Case Review Form which sections of your record you wish for us to copy.

TOTAL COPY FEE PAYMENT for all pages listed below is \$ _____ .

_____ pages from the Sealed Adoption record cost \$ _____

_____ pages from the Post Adoption File cost \$ _____

_____ pages from the Tennessee Department of Vital Records cost \$ _____

Payment can be made by personal check, cashier's check or money order. Please make your check or money order is payable to the Department of Children's Services. Cash payments in the exact amount are accepted when hand delivered to the Program Specialist. If you intend to deliver your payment in person, please contact me to arrange a time, so we can be available to accept the payment. **You must include a copy of this letter with your payment.** Receipt for fee payment will be provided in the same manner that it was delivered.

Record Receiving

We also offer the opportunity to view the record you requested in person. If you choose to review your record in person, you will receive a copy of record at that time. If you do not wish to view your



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record in person, we will mail the record to you through certified mail. Please indicate which method you choose to receive your record on the attached Case Review form.

To continue to process your request, please mail the following items to the below address:

- ✓ Payment of your total copy fee
- ✓ Case Review form

Tennessee Department of Children's Services
Post Adoption Services
UBS Tower, 9th Floor
315 Deaderick Street
Nashville, TN 37243-1290

If you paid for the service of processing your request through the US Mail, you will find a copy of the receipt enclosed with this letter.

Thank you for the opportunity to serve you.

Sincerely,

Enclosures:
Case Review Form