



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

Date:

Dear ,

Thank you so much for your request. We are pleased to provide you a copy of the record that you requested. Included in this packet are several enclosures outlined below.

- A copy of the record you requested.
- Your receipt for the fee associated with this service unless you were approved for a fee waiver.
- Three (3) Letters of Authorization for release of information. You may present this authorization letter to the court, child placing agency that may have been involved in the adoptive placement, Department of Vital Records, or other information sources that have information concerning these adoption records.

To obtain a Tennessee Birth Certificate (in the original birth name) please contact:

Tennessee Office of Vital Records
710 James Robertson Parkway
1st Floor, Andrew Johnson Tower
Nashville, TN 37243
Telephone Number: (615) 741-1763

You must include the Authorization Letter from the Tennessee Department of Children's Services, Post Adoption Services with your request. Tennessee Office of Vital Statistics may require completion of additional forms from their office.

Thank you for the opportunity to serve you.

Sincerely,