



Department of
Children's Services



Post Adoption Records Guide

Tennessee Department of Children's Services | July 2025

Post Adoption Records Unit
UBS Building, 9th Floor
315 Deaderick Street
Nashville, TN 37243



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Access to Adoption Records in Tennessee

Chapter 202 of the Public Acts of 1951 became effective on March 16, 1951. This act resulted in all adoption records, all records that were maintained and that may have related to an adoption or attempted adoption and that were treated by the Department of Human Services, the prior Department of Public Welfare (DPW), the courts, the Department of Health, or any other information sources as a sealed adoption record became confidential. All adoption records were made non-public and were not made readily available to adoptees. Adoptees could only obtain access to their records via a court's discretion, which was determined by the actual need for the record. This process created many differences and confusion in the records process for those who petitioned, as courts across the state applied their own interpretations of what constituted a "compelling" need for access to adoption records.

During the 1980's, there were House Bills that amended sections of the previous adoption laws. One of these bills (HB 338) allowed adoptees to request non-identifying information from their sealed record. This includes information such as birth parents' features and characteristics, along with any noted medical issues. Another bill (HB 522) allowed for the adoptees to request Search and/or Contact with birth parents. Adoptees could make application for the Department of Children's Services to locate their birth parent(s) and ask if identifying information could be released or if actual contact could be made.

In the early 1990's, the adoption study commission heard testimony as to the many concerns regarding the questionable practices of Tennessee adoption agencies in earlier years. As a result, House Bill 406 of 1995 allowed access to records and other papers relating to these procedures, whether completed or sealed, prior to March 16, 1951. This also included files and records that were maintained anytime, before or after March 16, 1951, by the Tennessee Children's Home Society.

On May 15, 1996, the General Assembly of the State of Tennessee enacted Chapter 532 of the Tennessee Public Acts of 1996 ("the Act"). This new statute revised the process for obtaining access to the records of adoptees. The 1996 Act would permit access to the formerly sealed records for adult adoptees, certain relatives, and legal representatives upon the verification of those persons' identities. As a protective measure, the 1996 Act enabled persons whose identities were sought to register for a contact veto. This veto can either grant contact or prohibit contact with themselves and their families without their approval. Violation of the veto can result in criminal sanctions under the Act. This new law, which was to take effect on July 1, 1996, was held in litigation until September 27, 1999 due to a lawsuit which was filed to keep all sealed adoption records non-public.

On September 27, 1999, the Supreme Court of Tennessee issued their opinion in the case of PROMISE DOE, ET AL., VS. DONALD SUNDQUIST, ET. AL and upheld the new adoption records law that was to take effect July 1, 1996. After the three years of litigation, the Supreme Court concluded that the release of adoption records created on or after March 16, 1951 does not violate the right to privacy under the Tennessee Constitution as alleged in the suit. This ruling by the Supreme Court allowed the Department of Children's Services to begin processing requests for services to eligible persons to have access to their adoption records. The Department is able to act under provisions of Tennessee Code Annotated (TCA) §36-1-126(c) to provide access to adoption records, sealed adoption records, sealed records, post adoption records, or records from any other information source that were created on or after March 16, 1951. Adoption records may be released pursuant to court order as provided in TCA §36-1-138. If any adoption was attempted or occurred before March 16, 1951, the law affecting services available to eligible persons was effective July 1, 1995. Effective July 1, 2022, Public Chapter 101 eliminated the Contact Veto Registry and Advance Notice Registry, and Public Chapter 937 declares that all adoption records 100 years after date of finalization are public records.

Post Adoption Records Unit

In accordance with TCA §36-1-126, the Department of Children's Services' Post Adoption Unit maintains confidential records relating to Tennessee finalized adoptions. When received, the Unit seals and registers all Tennessee adoption files within the current database system. The Post Adoption Unit also handles all requests for access to records. The Unit provides several services, in addition to Adoption Registration:

- Administrative Requests
- Access to adoption records, Pre 1951
- Access to adoption records, Post 1951
- Non-Identifying Information
- Updated Medical Information
- Court and Docket Information

Adoption Records may include the following:

- Sealed adoption records
- Post adoption records
- Court records
- Adoption agency records
- An order of Termination of Parental Rights
- Records from the Department of Health or Office of Vital Records

The Post Adoption Unit utilizes Policy [**15.9, Access and Release of Information from Sealed Adoption Records and Other Services.**](#)

Adoption Registration

The Post Adoption Unit receives adoption petitions and final decrees of adoption from courts/clerks across the state. These court documents are searched within the current database system to verify if they correspond to a sealed adoption record. If these court documents connect to a previously sealed adoption record, the court documents are also added to the system and sealed as a supplemental record, utilizing the DPW number assigned to the original record. If there is no evidence of a prior sealed adoption record, only court documents that contain a final court decree are registered to be assigned its own DPW number in the database. The court documents are sealed and then sent to the records storage facility.

Procedures for Registration and Sealing of a Hardcopy Closed Adoption Record:

1. Upon receipt of a hardcopy record, the Post Adoption Records Specialist will verify through use of FoxPro and the DCS Adoption Portal databases whether the records are already registered.
2. If the record is not located in either system, the record is given its own unique DPW (Department of Public Welfare) number, and the record information is registered within the DCS Adoption Portal database.
3. If the record is found to already be registered within either system, the newer record is made a supplement to the original record. It is assigned the same DPW number already associated with the original record.

4. The hardcopy record's documents will be verified using Closed Adoption Record Checklist ([CS-0677](#)) by the Post Adoption Records Specialist to confirm all documents received from the Adoption/Permanency Specialist. This form will be placed on top of the hardcopy record documents as a coversheet.
5. The hardcopy record is then placed into an accordion/wallet folder. The Post Adoption Records Specialist ensures the assigned DPW number is written on the front side of the accordion/wallet folder.
6. Each folder is then sealed and secured with appropriate sealing tape.
7. The registered records are placed into an archive/banker box for storage. The records are placed in numerical order in each box. All boxes are then given a number for storage and identification purposes.
8. Once records have been registered in the DCS Adoption Portal database, a request for shipment is made utilizing the records storage facility website. Once the records are picked up from DCS Post Adoption Records Unit, they are delivered to the records storage facility by General Services Records Management staff.
9. A log of the listing of the registered DPW numbers, along with their corresponding box number, is maintained within the Post Adoption Records Unit.

Procedures for Registration and Sealing of a DCS Electronic Closed Adoption Record:

1. The electronic closed adoption record's documents are verified uploaded in the DCS Electronic Record System using the Closed Adoption Record Checklist ([CS-0677](#)) by the Permanency Specialist when closing the record and again by the Post Adoption Records Specialist prior to registering and sealing the record.
2. The electronic closed adoption record will be registered in the DCS Adoption Portal database and then electronically sealed in the DCS Electronic Record System by the Post Adoption Records Specialist.

Administrative Request for Access

In addition to providing the above-named services for access to records by the Post Adoption Unit, the Department may open sealed adoption records, post adoption records, or adoption assistance records under other certain circumstances. These requests for sealed records may be in conjunction with other state or federal authorities or pursuant to a court order. These circumstances include:

- For purposes related to any federal or state audit relative to an adoption assistance program or grant.
- For purposes related to the determination of eligibility of any child for adoption assistance.
- For purposes related to the determination of eligibility of any adopted person or any person placed for adoption for any federal or state benefit. This may include Title IV-D child support information necessary to verify the status of an adoption for purposes of determining current or past child support obligation.
- For the purposes of obtaining information regarding an adopted child that has entered custody or has been re-surrendered to the Department by their adoptive parents.
- For the purposes of providing information to the Tennessee Office of Vital Records to complete an amended birth certificate if it is determined that a new birth certificate was not previously created.
- For the purposes of performing any tasks related to the preservation of the record. This does not authorize the release of any information contained within the record.

- To provide information necessary to assist in the determination of abuse or neglect; assist in the provision of services to address the impact of neglect or mitigate the risk of abuse or neglect.
- To provide information for a legal case involving an adoptive child filed against the Department.
- To provide a district attorney general information necessary to investigate or prosecute child abuse or neglect

All administrative requests for access to a sealed record and release of information from that record shall be filed in writing to the Post Adoption Records Unit on form [CS-1025, Administrative Request for Access to Sealed Adoption Record/Release of Information](#).

Procedures for Processing an Administrative Request:

1. Upon receipt of an Administrative Request for Access to Sealed Adoption Record/Release of Information form, the Post Adoption Records Unit will ensure form [CS-1025](#) is completed accurately. The request is documented on the Post Adoption Services Tracking Log spreadsheet on the Department's shared drive and a hard copy of form [CS-1025](#) is placed into the hardcopy sealed adoption record or uploaded in documents of a sealed adoption electronic record.
2. If the form is not accurate, contact the requestor and explain what is lacking for the request. If the form is accurate, staff will search FoxPro and/or DCS Adoption Portal database for an existing record.
3. If no record can be located within any database, contact the requesting party to verify if there is any additional information regarding the possible whereabouts of the stacked file. The Post Adoption Records Specialist will also verify that the record is not pending in any closed adoption files waiting to be registered. If the file information can be located, by the requestor or by Post Adoption Records Unit, the file is then registered in the DCS Adoption Portal and sealed.
4. When it is determined that there is a sealed record within one of the databases, the record is ordered from the records storage facility.
5. Upon receipt of the record from the records storage facility, the Post Adoption Records Specialist staff will make a copy of the record after verifying from the requestor what information is needed for their purpose.
6. Sign form [CS-1025](#), indicating that the copied file is being sent to the requestor. The copied file is then sent to the requestor via certified-mail, scanned by secure email, or hand delivered to DCS internal staff. Enclose a copy of the signed form [CS-1025](#) with the copied file.
7. There are times that the original record is requested, i.e., DCS Legal staff needs original court orders. Before submitting the original record, the Post Adoption Records Specialist will ensure that it is documented to whom the file is given and the receiving person signs documentation that they are receiving the original record. The Post Adoption Records Specialist will make a copy of the record to maintain in the Post Adoption Records file room and include the signed documentation of the person who has the original record. The back-up record copy will be shredded when the original record is returned to the Post Adoption Records Unit.

The Post Adoption Records Unit will document all Administrative Requests received on the Administrative Request tracking spreadsheet maintained on the Department's shared drive. Ensure to document the date the copied file was provided to the requestor or if the record could not be located on the spreadsheet.

8. The original signed request (form [CS-1025](#)) is maintained on file by the Post Adoption Records Unit for approximately one year. DCS Policy [15.9](#) requires that a copy of form [CS-1025](#) is placed in the sealed hard copy record file before resealing and returning to storage or uploading a copy in the DCS Electronic Record System if an electronic record file.

9. Upon completion of copying the hardcopy record, or upon return of the original record from legal, etc., the record is re-sealed and returned to the records storage facility.

Eligible Persons

DCS may release information or copies of information from the sealed adoption record, adoption record, or post adoption file to eligible individuals. The person seeking access to sealed adoption information must make a written request on form [CS-1026, Access to Sealed Adoption Records/Release of Information](#).

The request should include as much information that may be known, such as the adoptee's full name, parents' names, place of adoption finalization, and any additional information to help locate a record. Any person contacting the Post Adoption Records Unit to request record access will be provided form [CS-1026](#) by mail or email.

Persons that are eligible to receive access to adoption records include:

- The adoptee, 18 years of age or older, or emancipated.
- The adoptee's birth, adoptive, step, or legal parent, age 18 or older.
- The adoptee's birth or adoptive siblings, 18 years of age or older.
- The adoptee's lineal ancestors, 18 years of age or older.
- The adoptee's lineal descendants, 18 years of age or older.
- The adoptive parents of an adoptee under eighteen (18) years of age.
- The legal representatives of any of these persons.

Note: With the exceptions of adoptions that were finalized or attempted to finalize prior to March 16, 1951, and an adoptive parent of an adoptee under the age of eighteen (18) years of age, the adoptee must consent to the release of any identifying information contained within the sealed record. No identifying information can be released from any record without the written consent of the birth mother if the record indicates, with respect of the adoptee, that the birth mother was a victim of rape or incest. Form [CS-4226, Consent or Denial of Adoption Record Information Release](#) is provided to the adoptee or birth mother to document their consent or denial in the Post Adoption Record file.

Note: Public Chapter 937, effective July 1, 2022, declares that Tennessee's adoption records with a finalization date of 100 years or older are declared public records. There is no determination of eligibility for access required for processing this type of request. Service processing fees are required from the requestor unless the requestor is eligible for a fee waiver.

Ineligible individuals who cannot access adoption records include:

- A biological parent, sibling, lineal descendant, or lineal ancestor of a person under 18 years of age.
- A parent or pre-adoptive guardian whose rights were involuntarily terminated for cause.
- A sibling, lineal ancestor, spouse, or legal representative of the person whose rights were involuntarily terminated for cause.
- A person guilty of a crime of violence or neglect against the adoptee.
- Alleged parent or relatives.

Non-identifying information may be released from the sealed adoption record to the adoptee at the age of 18. However, other eligible persons who are 18 years of age may receive non-identifying information from the

sealed record regardless of the adoptee's age. Written consent from the adoptee is not needed for non-identifying information.

Request for Records/Services

The request for services begins with a written request on form [CS-1026, Request for Access to Sealed Adoption Records/Release of Information](#). The request must include the requestor's name, date of birth, address, telephone number, and signature. The requestor must also provide at least one form of proof of their identity and age. Acceptable types of proof of identity include photo ID, such as driver's license, passport, birth certificate, or marriage license. If the requestor is anyone other than the actual adoptee, proof of relationship must also be established. If the written request is initiated by a letter, the Post Adoption Records Unit will use the receipt date of the letter as the request date for [CS-1026](#). The requestor will be sent form [CS-1026](#) to complete for adequate documentation in the Post Adoption file.

Procedure for Request for Services:

1. The written request on form [CS-1026](#) is reviewed by the Post Adoption Records Unit to determine if all required information has been provided. The requestor is contacted if any additional information is needed.
2. The current databases, FoxPro, Adoption Portal and/or Electronic Records System are searched for evidence of a sealed adoption record that is maintained by the Department. If no record can be located within any system, a request is made to the Tennessee Office of Vital Records, to determine if a birth certificate has been amended due to an adoption.
3. When the record is located within the database, the DPW (Department of Public Welfare) number is searched in the Post Adoption file room for a Post Adoption record that may already be in existence from a previous request. Records sealed prior to 1951 may have a TCHS (Tennessee Children's Home Society) number.
4. If a Post Adoption file is located, the new request is added to the existing file. If no Post Adoption file is located, a new Post Adoption file is created for the request.
5. An Acknowledgement Form Letter is mailed or emailed to the requestor. The letter explains the next steps within the eligibility process, the requirements of proof of identity, and fees for service. The letter also details the process of obtaining a fee waiver for services. The requestor may receive a fee waiver upon proof of their family currently receiving assistance for TANF, Food Stamps, Medicaid (TennCare), or Supplemental Security Income (SSI) under Title XVI. Young adults ages 18-23 receiving Bright Futures services will have all fees waived. All fee waiver eligibility documentation must be placed in the Post Adoption file, and the Post Adoption Records Specialist will review with the Program Manager for final approval.
6. If the requestor is not eligible for a fee waiver due to one of the reasons mentioned above, they may request an Affidavit of Income and Resources for Waiver of Post-Adoption Fee (form [CS-1028](#)). The form must be notarized and returned to the Department for review. Once received, the Records Specialist will evaluate whether the requestor meets the requirements for a fee waiver and review with the Program Manager for final approval. If the Affidavit is denied, the requestor is notified that they must pay the required fee for services.
7. The requestor is given six (6) weeks to provide the fee or fee waiver information to the Department. All fees received by the Post Adoption Records Unit are taken to DCS Fiscal Services to be logged and processed. DCS Fiscal Services will notify the Post Adoption Records Unit via email to verify all payments received and processed.

8. The request is entered into the Post Adoption Records Requests database system and logged on the Department's shared drive spreadsheet. All known information regarding the requestor and adoptee is required. The date the Acknowledgement Form Letter is sent is required to be noted in the Post Adoption Records Requests database and Department's shared drive spreadsheet.
9. If no fee is received within the six (6) week acknowledgement period, the request is documented as closed in the Department's shared drive spreadsheet. The Post Adoption file is filed in the Post Adoption Records file room according to the DPW or TCHS number.
10. When notification from DCS Fiscal Services is received that the fee has been processed, a copy of the fee receipt is sent to the Post Adoption Records Unit by email. A copy of the fee receipt is placed in the Post Adoption file. The requestor's date of payment is determined by the paid date processed on the receipt from DCS Fiscal Services. This date is logged in Post Adoption Record Requests database and in the Department's shared drive to determine the order that paid records are ordered and assigned to a Post Adoption Records Specialist for processing. A file cannot be processed out of order by payment date unless the Department determines there is a life threatening or medical issue and documentation of such is required.
11. If a new record is created due to information received from Tennessee Office of Vital Records, this new record is registered into the Adoption Portal and assigned a DPW number. This record will be sealed and sent to the records storage facility.
12. The DPW (or TCHS) number is located within the Box Ordering Books located in the Post Adoption Records Unit or the Post Adoption Registration spreadsheet located on the Departmental drive. The books list the box number reference numbers from the records management storage facility inventory. The box number is recorded, along with the DPW (or TCHS) number, the requestor information, and the date of fee/fee waiver on the Record Order Form and attached to the front of the Post Adoption file.
13. As of January 1, 2020, the Post Adoption Registration spreadsheet is used to track all records registered by Post Adoption Records Specialists. This spreadsheet is located on the Department's shared drive. The Post Adoption Records Specialists list all records they register in the Adoption Portal database each month.
14. Records are ordered according to the box reference numbers through the website for the records management facility. Boxes that contain the sealed records are delivered by the General Services Records Management staff and record files are pulled from each box by the Post Adoption Records Unit.
15. Records are ordered for processing based on date of received payment/approved fee waiver and assigned to a Post Adoption Records Specialist for processing using round robin method by Program Manager.

Access to Records

Eligibility Determination – Records Prior to March 16, 1951

Tennessee adoptions, and attempted adoptions, that occurred prior to March 16, 1951 or after March 16, 1951 by the Tennessee Children's Home Society are available to eligible individuals. These records, maintained by the Department, are not commonly "sealed". Records that fall within this category do not require the written consent of the adoptee for release. The fee for eligibility determination is \$150. Due to the

questionable practices of adoption agencies prior to 1951, the information within these files cannot be verified.

Procedures for access determination (pre-1951):

1. The Post Adoption Records Unit will "sign out" the adoption record from the box and indicate the assigned Post Adoption Records Specialist in Post Adoption Record Requests database and on Department's shared drive spreadsheet.
2. The record is reviewed to determine eligibility status. The identity and relationship of the requesting party must be verified. The Determination of Eligibility for TCA 36-1-127 (3)(A)(F) (Pre 1951) Form is completed and placed on the left side of the Post Adoption file.
3. Any information regarding the adoptive parents' application and/or home study is omitted from the record when making the copy.
4. During the review, if any information is found pertaining to other individuals who are not a party to the adoption or placement of an adoptee, and the review finds that the record and/or information has been misfiled, the information is reviewed by the Program Manager. This information will be removed and placed in the correct sealed record or post adoption record.
5. If the requestor does not qualify for a fee waiver, the pages of the record are counted, as well as the pages of the Post Adoption File. These numbers are noted on the Record Order form, which is attached to the cover of the Post Adoption file. This number is multiplied by 25¢ per page, and the total amount is also noted on the form.
6. An Eligibility Form Letter, which states the fee amount (if no fee waiver) for a copy of the sealed record and Post Adoption File is sent to the requestor. The date this letter is sent is required to be noted in Post Adoption Record Requests database system and Department's shared drive. The Case Review Form Letter is also sent to the requestor for their indication of their decision to review the original record or have a copy mailed to them.
7. If the requestor asks to view the original record, they will make an appointment with their assigned Post Adoption Records Specialist. Prior to the appointment, the Post Adoption Records Specialist will temporarily remove the adoptive parents' application and home study from the record. The requestor is allowed one hour with the original record. A Post Adoption Records Specialist must remain in the viewing room with the requestor during the review. Only the requestor may view the record, other individuals are not allowed within the room. After their appointment, the copy fee (if no fee waiver) is received, and the requestor is given a copy of the record. They are given a receipt for the copy fee payment. Following the appointment, the Post Adoption Records Specialist will place the adoptive parents' application and home study back into the record.
8. If the requestor declines to view the original record and DCS Fiscal Services has processed the copy fee (if no fee waiver), a copy of the fee receipt is placed in the Post Adoption file and a copy will be sent to the requestor with their copy of the record.
9. The file is copied. Any photographs contained within the record will be given to the adoptee who requests access to the record. If the adoptee is deceased, the original photographs are given to the lineal descendent who first requests the record. Copies of the photographs are made and placed within the actual adoption record. The person who receives the photo(s) and the date given is noted on the maintained-copies for the file.
10. The copy of the file (with any photographs) is then sent to the requestor, which includes a Receipt Copy Form Letter and three (3) original Authorization Form Letters sent by Certified USPS Mail. Each Authorization Form letter must be signed by the Post Adoption Records Specialist in ink and embossed

with the State of Tennessee seal. These letters can be used for the requestor to make record requests from other agencies.

11. The Post Adoption Records Specialist will confirm the copied record has been received by the requestor by placing a copy of the email confirmation or USPS Tracking receipt return confirmation in the Post Adoption file and then prepare the record to return to storage.
12. Document the record request and closure information on the Department's shared drive and in Post Adoption Records Request database.
13. The Record Order Form attached to the front of the Post Adoption file is removed and placed in the completed record order file maintained in the Post Adoption file room.
14. The Post Adoption file is refiled in the Post Adoption file room. The adoption record is restored to the same order it was received in and returned to records storage.
15. A record(s) order is placed through General Services Records Management for the return of the box(es) to storage.

Eligibility Determination – Records Finalized on or After March 16, 1951

If the requestor is an eligible person other than the adoptee, no information may be released from the record without the written consent of the adoptee. The Department shall search for the adoptee to obtain the required consent. If the adoptee is not located or consent is not granted, access to the adoption record is denied. If denial of the record is due to the adoptee being deceased or disabled (unable to give consent), the lineal decedents of such person may petition the court to be granted access to the record.

1. Per TCA §36-1-127, no identifying information may be released from the sealed record or Post Adoption record without the written consent of the birth mother if the adoption record indicates by any evidence that, with respect of the adoptee, the birth mother was a victim of rape or incest. The Department will complete a search for the birth mother. If the birth mother is not located or consent is not granted, the request for access to the file is denied, even to the adoptee. If the birth mother is deceased, identifying information may be released to the adopted person, parents, siblings, lineal descendants or lineal ancestors of the adopted person.

Procedures for access determination (post 1951):

1. The Post Adoption Records Unit will "sign out" the adoption record from the box and indicate the assigned Post Adoption Records Specialist in Post Adoption Record Requests database and on Department's shared drive spreadsheet.
2. The record is reviewed to determine eligibility status. The identity and relationship of the requesting party is verified.
3. If there is any indication within the record that the adoptee's birth was a result of rape and/or incest, the birth mother must be located and submit written permission to release the record using form [CS-4226](#), Consent or Denial of Adoption Record Information Release. If the birth mother denies release of the record, or cannot be located, the requestor is denied access to the record. The requestor is notified of the denial and is offered information of their right to appeal along with form [CS-0403](#), Appeal for Fair Hearing.
4. If the sealed record indicates the parental rights of the birth parent(s) were involuntarily terminated, the record cannot be released to the parent, sibling, lineal ancestor, spouse, or legal representative of the person whose rights were involuntarily terminated.

5. If the requestor is determined eligible, the Determination of Eligibility for TCA 36-1-127 (c)(h)(3) (Post 1951) Form is completed and placed on the left side of the Post Adoption file.
6. During the review, if any information is found pertaining to other individuals who are not a party to the adoption or placement of an adoptee and the review finds that the record and/or information has been misfiled, the information is reviewed by the Program Manager. This information will be removed and placed in the correct sealed record or post adoption record.
7. Any information regarding the adoptive parents' application and/or home study is omitted from the record when making the copy.
8. If the requestor does not qualify for a fee waiver, the pages of the record are counted, including the pages of the Post Adoption File. These numbers are noted on the Record Order form, which is attached to the cover of the Post Adoption file. This number is multiplied by 25¢ per page, and the total amount is also noted on the form.
9. An Eligibility Form Letter, including the fee amount (if no fee waiver) for a copy of the record and Post Adoption File, is sent to the requestor. The Case Review Notice Form is also sent to the requestor for their indication of their decision to review the actual record. The date this letter is sent is required to be noted in Post Adoption Record Requests database and Department's shared drive.
10. If the requestor asks to view the hardcopy original record, they will make an appointment with the Post Adoption Unit. The requestor is allowed one (1) hour with the hardcopy original record. A Post Adoption Records Specialist must remain in the viewing room with the requestor during the review. Only the requestor may view the record, other individuals are not allowed within the room. After their appointment, the copy fee (if no fee waiver) is received, and the requestor is given a copy of the file. They are given a receipt for the copy fee payment.
11. If the requestor declines to view the original hardcopy record and only wants a copy mailed, the file will be copied when Post Adoption Records Unit has received notification from DCS Fiscal Services that the copy fee has been processed (if no fee waiver) and a copy of the fee receipt is submitted to the Post Adoption Records Unit. A copy of the fee receipt is placed in the Post Adoption file.
12. The file is copied and form [CS-0677, Closed Adoption Record Checklist](#) is completed by Post Adoption Records Specialist. One copy is placed in the Post Adoption File and one copy is placed with the record for the requestor. Any original photographs or letters/cards addressed to a specific individual contained within the record or Post Adoption file will be given to the adoptee or person to whom the letter is addressed who requests access to the record. Copies of the photographs are made and placed within the sealed record. The person who receives the photo(s) and the date given is noted on the maintained copies for the file. If the adoptee is deceased, the original photographs are given to the lineal descendent who first requests the access to the record.
13. The copy of the file, with any photographs, is sent to the requestor, which includes Receipt Copy Form Letter and three (3) original Authorization Form Letters sent by Certified USPS Mail. Each Authorization Form letter must be signed in ink by the Post Adoption Records Specialist and embossed with the State of Tennessee seal. These letters can be used by the requestor to make any additional record requests from other agencies.
14. The Post Adoption Records Specialist will confirm the copied record has been received by the requestor by placing a copy of the email confirmation or USPS Tracking receipt return confirmation in the Post Adoption file and prepare the record to be closed and return to storage.
15. The Post Adoption Records Specialist will document the record request and closure information on the Department's shared drive and in Post Adoption Record Requests database.

16. The Record Order Form attached to the front of the Post Adoption file is removed and placed in the completed records order file maintained in the Post Adoption Records Unit.
17. The Post Adoption file is filed in the file room, and the record is resealed and returned to records storage.

DCS Electronic Closed Adoption Record Process:

1. The Post Adoption Records Specialist will complete Form [CS-0677](#), Closed Adoption Checklist to note all documents located in the electronic record and printed for the requestor's copy.
2. A copy of form [CS-0677](#) will be uploaded in documents in the closed electronic record file.
3. Any request for an emailed electronic copy of a closed electronic record to a non-state/federal agency will require prior approval by the Program Manager. The electronic record copy will be sent by secure email after approval by the Post Adoption Records Specialist.

No access to identifying information in any sealed adoption record, sealed record, Post Adoption record, or adoption assistance record shall be granted to any ineligible person.

Non-Identifying Information

Per TCA §36-1-133, the Department may release non-identifying information from the sealed adoption record, sealed record, or Post Adoption record. This information released cannot be such that it could lead to the discovery of the identity or whereabouts of the birth or legal relatives of the adoptee. There is a \$45 fee for non-identifying information.

Non-identifying information that may be released from the record(s) includes:

- Adoptee's date and time of birth, weight, and other physical characteristics at birth
- Age of birth relatives at the time of adoptee's birth
- Nationality, ethnic background, race, and religious preference of adoptee's birth or legal relatives
- Educational level, general occupation, talents, or hobbies of adoptee's birth or legal relatives
- General physical description of adoptee's birth or legal relatives, such as weight, eye, hair color, etc.
- Information regarding the birth or legal parent's other children and their non-identifying information
- Available health history of the adoptee or their birth or legal relatives

Eligible persons to receive non-identifying information:

- Adoptee, age 18 years of age or older
- Adoptive parents or guardian of an adoptee under 18 years of age.
- Adoptee's birth/legal adoptive parent or stepparent.
- Adoptee's birth or adoptive siblings.
- Adoptee's lineal descendants.
- Adoptee's birth or legal grandparent of any degree.
- Adoptee's birth or legal aunts and uncles of any degree.
- Adoptee's birth or legal first cousin.
- The legal representatives of any of these persons.

The request for non-identifying information must be submitted in writing on form [CS-1026, Request for Access to Sealed Adoption Records/Release of Information and Other Services](#) to the Post Adoption Unit. Requests are processed in order of the receipt of the fee. The Department, in its sole discretion, may process a request out of order if there are life threatening or medically terminal circumstances involving the requesting party. Documentation must be noted in the Post Adoption file.

Procedures for processing requests for non-identifying information:

1. Follow the same process for Access to Records.
2. Review sealed record/post adoption record to determine eligibility and relationship to the adoptee.
3. Complete the Non-Identifying Form using the appropriate information found in the sealed record.
4. Copy medical reports, delete/redact identifying information, and recopy the report. A copy of the redacted report is placed in the Post Adoptions file.
5. Mail or email completed Non-Identifying Forms, medical reports, and letter to the requesting person.
6. Document the record request and closure information on the Department's shared drive and in Post Adoption Record Requests database.
7. The Record Order Form attached to the front of the Post Adoption file is removed and placed in the completed records order file maintained in the Post Adoption Records file room.
8. The Post Adoption file is filed on the shelf in the file room, and a hardcopy record is resealed and returned to records storage.

Non-identifying information is not released to alleged birth relatives. If it is found that the adoptee who has sought non-identifying information or has been adopted two (2) or more times, the Department will specify to the adoptee whether the information released pertains to the adoptee's birth parents or to any intervening adoptive parent.

Diligent Search for Adoptee/Birth Mother for Consent

If the requestor is an eligible person other than the adoptee, no information may be released from the record without the written consent of the adoptee.

If the adoptee is under the age of eighteen (18) years of age or deceased, written consent from the adoptee is not required. The Department shall search for the adoptee to obtain the required written consent. No identifying information may be released from the sealed record or the Post Adoption record without the written consent of the birth mother if the adoption record indicates, with respect to the adoptee, the birth mother was a victim of rape or incest, unless the birth mother is deceased. The Department will complete a search for the birth mother to obtain the required written consent to access to the record information.

Procedures for Search for Written Consent:

1. If the requestor has contact information for the person required to provide consent, the Post Adoption Records Specialist will need to contact the person to complete Form [CS-4226, Consent or Denial of Adoption Record Information Release](#). This form must be completed and signed by the adoptee or birth mother and returned to the Post Adoption Unit for written consent or denial of access to the record.
2. If the requestor has no contact information for the person required to provide written consent, the Post Adoption Records Specialist will begin with CLEAR searches regarding the required individuals. Information located in CLEAR search results may assist with additional avenues of the search. Such information may include death records, aliases, Social Security numbers, addresses and phone

numbers, marriages and/or divorces, driver's licenses, and criminal records. Following the CLEAR search, the Post Adoption Records Specialist will then:

- a) Attempt to locate obituaries online. Begin with searching for the birth mother's father. If an obituary is located, survivors that are listed may include additional names for the birth mother and/or other individuals that may be of assistance with the search.
 - b) Search for individuals within DCS Electronic Record System to find any DCS history on the family. This information may lead to additional names as well as addresses or phone numbers.
 - c) Searching social media sites may be beneficial. If located, a private message only may be sent to the individual. Do not post any information regarding the Department on the person's actual public site.
 - d) Criminal history should be located. Use the State of Tennessee website to locate sex offenders within the state. This allows for additional information including addresses and phone numbers.
3. Other search engines that may be utilize include the following:
- <http://www.findagrave.com/cgi-bin/fg.cgi?page=gs&>
 - <https://apps.tn.gov/foi-app/search.jsp;jsessionid=0B56770AA60845206F31D64F35DC94CB.portalprod7>
 - www.google.com
 - www.facebook.com
 - <https://www.lookupanyone.com>
 - <https://familysearch.org>
 - <https://familysearch.org/search/collection/1202535>
 - <https://www.tn.gov/tbi/section/tennessee-sex-offender-registry>
 - <https://www.truepeoplesearch.com/>
4. If the Department cannot locate the adoptee or birth mother after a diligent search (including sending a letter to the last known address), the requestor is notified in writing that access is denied.
 5. Document all search attempts on the "clue sheet" and place on the left side of the Post Adoption file.
 6. The denial will be reviewed for approval by the Program Manager. The Program Manager is required to sign form **CS-0403** before Post Adoption Records Specialist sends to the requestor.
 7. The requestor is sent a Denial Form Letter and the form **CS-0403, Appeal for Fair Hearing** if access has been denied by the Department.
 8. The Post Adoption Records Specialist will document the date the Denial Form Letter and form **CS-0403** is sent to the requestor in the Post Adoption Record Requests database and in the Department's shared drive spreadsheet.
 9. The hardcopy adoption record is re-sealed and sent back to the storage facility warehouse.

TRANSMITTAL OF MEDICAL INFORMATION REGARDING CERTAIN PERSONS AFFECTED BY ADOPTIONS

Updated Medical Information

The Department may update the post adoption record with any necessary medical, psychological, or psychiatric information. The information must be in the form of written evidence from a licensed health care professional or from a licensed health care facility. The documentation should explain the health care status of an eligible person and why the transmission of such information is necessary. There is no fee for this service.

Those persons who are eligible for the transmission of updated medical information:

- Adoptee, age 18 or older.
- Adoptive parents of adoptee under 18 years of age.
- Biological or legal relative of an adoptee.
- Legal representative of any adoptee or of any biological or legal relative.

No updated medical information will be transmitted on behalf of persons who do not meet eligibility requirements. Transmittal of updated medical information concerning an adoptee under the age of 18 shall be made with the adoptive or legal parent or with the legal representative of the adoptee.

Procedure for updated medical information request:

1. Upon receipt of a written request for updated medical on form [CS-1026](#), Request Access to Sealed Adoption Record/Release of Information and Other Services for updated medical information, the Post Adoption Unit will verify that the appropriate written evidence from a licensed health care professional is included.
2. Ensure that the requesting person has included proper identification and that they are an eligible individual to receive information.
3. Enter the request and requestor's information into the current database system Post Adoption Record Requests database.
4. Complete a search of FoxPro and/or DCS Adoption Portal, to verify that such record exists. If record exists, note the DPW number.
5. Search the Post Adoption Records file room for a Post Adoption file with a corresponding DPW number. If a Post Adoption file is located, the request is placed on the right-hand side.
6. If an adoption record is identified in FoxPro and/or DCS Adoption Portal but no Post Adoption file is located, a new Post Adoption file is created utilizing the noted DPW number. The request is placed on the right-hand side of the file.
7. If no record is located, a No File folder is created for the request and filed in the Post Adoption file room. The requestor is notified that no such record can be located and sent a No Record Found form letter.
8. If the hardcopy adoption record is located, it is ordered from the records management storage facility. Due to the time sensitive information, the record is expedited. If an electronic record is located, the information is reviewed in the DCS Electronic Records System.
9. Upon receipt of the adoption record, the record is reviewed to identify the birth parents and any known contact information for the birth parents.

10. Complete a diligent search for the birth parents utilizing all search engines.
11. If, after completing a diligent search, the parents cannot be located, the requestor will be notified of the search efforts and informed that the information could not be obtained. The Post Adoption file is filed in the Post Adoption file room. The hardcopy adoption record is returned to the records management storage facility. The request is documented as completed in the Post Adoption Record Requests database and in the Post Adoption file.
12. If the diligent search was successful, contact is made with the parent. The Post Adoption Records Specialist will verify the individual's identity to ensure they are part of the adoption record and explain why the updated information is needed.
13. If the contacted parent is not willing to provide any updated information, the requestor will be notified, and the request will be closed and documented in Post Adoption Record Requests database and Post Adoption file.
14. If the contacted parent is willing to provide updated information, the Post Adoption Records Specialist will explain to the parent that the non-identifying information must be provided in writing. A specific release for a stated purpose, which is time limited (four (4) months), must be provided to the individual and received prior to any transmittal of information.
15. Upon receipt of the written information, the Post Adoption Records Specialist will ensure that there is no identifying information on the documentation.
16. The information is then sent to the requestor's licensed health care professional that had provided the original concerns for necessary information.
17. Update the completed request in the Post Adoption Record Requests database.
18. File the Post Adoption file in the Post Adoption Records file room.
19. A hardcopy adoption record is re-sealed and returned to the records management storage facility.

Procedure for requested transmittal of birth family medical information:

1. Upon a written request from the birth family to provide medical information to an eligible person that has a record maintained by DCS, the Post Adoption Records Specialist will confirm that the information is accompanied by evidence of a medical issue from a licensed health care professional or a licensed health care facility.
2. The Post Adoption Records Specialist will consult with the Program Manager to determine if the information is such that it needs to be transmitted to an eligible person immediately.
3. Ensure that proper identification is provided by the requesting individual.
4. Search FoxPro and/or the DCS Adoption Portal for existence of an adoption record.
5. If no adoption record can be located, the information is placed in a No File and placed in the Post Adoption file room.
6. If an adoption record is located, the DPW is noted, and the Post Adoption Records file room is searched for an existing Post Adoption file with a corresponding DPW. If no Post Adoption file is already in existence, a new Post Adoption file is created.
7. The Post Adoption Records Specialist will consult with the Program Manager to determine if the information provided is not immediate, not medically necessary, or if it is not accompanied by appropriate medical evidence of a licensed health care provider. The information is placed on the right side of the Post Adoption file. In this situation, no further action is needed.

8. If the medical issue is determined to be such that the information needs to be transmitted, the hardcopy record is ordered from the record management storage facility. Due to the time sensitive material, the record is expedited. If it is an electronic record, the information is reviewed in the DCS Electronic Records System.
9. The request, and all information, is entered into the Post Adoption Records Request database.
10. Upon receipt of the record, the Post Adoption Records Specialist will review the record to determine the eligible persons that may be affected by the documented medical information.
11. If the record does not contain sufficient information to identify eligible individuals, the Department will not conduct a search to update or transmit medical information.
12. If the record contains sufficient information to identify eligible individuals that may be affected, the Department will conduct a diligent search for these individuals.
13. If the record indicates that there are eligible individuals to or from whom the medical information should be transmitted, but the record does not establish their identity, the Post Adoption Records Specialist will search for the birth mother to obtain other identifying information.
14. When located, the individual will be notified of the availability and nature of the medical information.
15. Explain that the person may request the information to be provided to them by utilizing form [CS-1026](#), Request Access to Sealed Adoption Record/Release of Information and Other Services.
16. Upon receipt of the completed form [CS-1026](#), the medical information will be provided. Any identifying information will be removed/redacted prior to its release to the eligible individual.
17. If any additional information is requested, the Post Adoption Records Specialist will contact the birth family for any further updated medical information. The Post Adoption Records Specialist will provide any additional information to the eligible person.
18. Place all information within the Post Adoption file and file in the Post Adoption Records file room.
19. The Post Adoption Record Requests database is updated and completed.

Any alleged parent/relative is not an eligible person for transmittal of updated medical information. If medical information is received from an eligible person but no documented medical issue is presented from a licensed health care professional/facility, the information is placed within the Post Adoption file. No search or transmittal of information is completed.

Court/Docket Number

Per TCA §136-1-138(a)(4), the Post Adoption Unit handles requests for information pertaining the court and/or docket number from an adoption finalization proceeding. This service is completed at no charge to the requestor. The request for court/docket information must be in writing on form [CS-1026](#), Request Access to Sealed Adoption Record/Release of Information and Other Services. The request must include information regarding the adoption, such as the name of the adoptee.

Procedures for Court/Docket requests:

1. The written request is reviewed by Post Adoption Records Unit to determine if all required information has been provided. The requestor is contacted for any necessary additional information.
2. The current databases, FoxPro, Adoption Portal and/or the DCS Electronic Record system, are searched for evidence of a sealed record that is maintained by the Department. If no record can be located

within any system, a request is made to Tennessee Office of Vital Records to determine if a birth certificate has been amended due to an adoption.

3. When the record is located within the database, the DPW number is searched in the Post Adoption file room for a Post Adoption record that may already exist from a previous request. Records sealed prior to 1951 may have a TCHS number.
4. If a Post Adoption file is located, the new court/docket request is added to the existing file. If no Post Adoption file is located, a new Post Adoption file is created for the request.
5. Ensure the request has been entered into the Post Adoption Record Requests database, along with all the requestor's information.
6. Order the hardcopy record from the record storage facility via the record box number/barcode.
7. Upon receipt of the hardcopy record, the Post Adoption Records Specialist will open the record to locate the correct court and docket information located on the court documents within the file. An electronic record will be researched to locate the correct court and docket information in the DCS Electronic Record System.
8. The found court/docket information is provided in a letter and sent to the requestor. A copy of the letter is placed within the Post Adoption file and maintained in the Post Adoption Records file room.
9. Update all information in Post Adoption Record Requests database and ensure the request is completed.
10. The hardcopy record file is re-sealed and returned to the record storage facility.

Copying of Record

After eligibility to access the adoption record has been determined and the requestor has returned their Case Review Form and copy fee payment (unless there is a fee waiver), the file is copied. It is of utmost importance that the record is kept and copied in the same order as it was found upon review.

All staples are removed to copy each page and then replaced as exact as possible. Any paperclips that are located within the record must be returned in the same position. Blank pages are not copied, and double-sided pages are copied as double-sided, if possible. All envelopes are copied and considered as a page. Any pages located within the file that are of legal size are copied on legal sized paper. The fee for copying the record is 25¢ per page. Two sided pages are counted as two pages. If the requestor qualified for a fee waiver, the fee for copying of the record is also waived.

Procedures for copying the record(s):

1. Ensure that a copy of the Authorization Letter is kept and filed in the Post Adoption File upon completion of the file. Three (3) original Letters of Authorization are signed in blue ink by the Post Adoption Records Specialist and embossed with the state seal. These three (3) letters are mailed to the requestor with the copied file.
2. If the requestor pays for a copy of the Post Adoption file or has a fee waiver, copy the Eligibility Letter and all documents that were placed in the Post Adoption file before the Eligibility Letter was mailed to the requestor.
3. Any letters that are located within the Post Adoption file are also copied. If the letter is addressed to the requestor, the original (including the envelope) is given to the requestor. Copies are made and maintained within the Post Adoption file. Note on the copied letter the date and to whom the original

was given. If letters are addressed to anyone other than the requestor, only copies of the letters are released, and the originals remain within the Post Adoption file.

4. After the Post Adoption file has been copied, secure the copied documents with a rubber band. Ensure that the file is placed back in the same order as found and that all staples have been replaced.
5. Begin copying the original adoption record and/or supplemental records. Ensure that all pages are kept in the same order as the original record.
6. Ensure that the foster/adoptive home study is not copied. There are times that the study is not kept together, and information is located throughout the file. Inspect the file closely to ensure that additional home study information regarding the adoptive parents is not copied. Photos of the adoptive family that are part of their home study requirement are not copied or released. Information regarding supervised visits after the adoptee has been placed with the family is copied.
7. Inspect the file for any pregnancy counseling notes regarding the birth mother. Any such counseling information is not copied or disclosed.
8. Ensure that all photos of the adoptee (or birth family) are copied. This includes the back of the photo if there is any written information. If the requestor is the adoptee, the original photos are released with the copied file. If the originals are removed from the record, a copy is kept in the sealed record. Please note on the copy the date the original photo was removed and to whom the original(s) was given.
 - For pre-1951 or TCHS records, any photos of the adoptee (or birth family) are released to the requestor.
 - Copies of any photos that are released are kept within the sealed file. Ensure that the back of the photos are copied if there is any written information. The copy should be dated and information as to whom the photo was released noted.
 - If the pre-1951 or TCHS record is requested again, the requestor will receive copies of the copied photos.
9. Copy the rest of the adoption record(s). Ensure that all copies are legible. This may require changing the density of the copier to ensure a good quality copy.
10. Place all originals of the record back into the folder just as they had been prior to the review.
11. Bind the copy of the adoption and any supplemental records together with a rubber band.
12. The copied record, along with the copied Post Adoption file, is sent to the requestor via certified mail. Ensure three (3) original copies of the Letter of Authorization and a Receipt Form Letter explaining that the access service is now complete are also included with the copied record sent to the requestor.

Adoption Records Website Information

Information regarding how to access adoption records has been posted to the DCS Website at

<https://www.tn.gov/dcs/program-areas/foster-care-and-adoption/adoption.html>

Information regarding the following topics can be located online:

- Adoption Records FAQ.
- Adoptions before 1951,
- If Your Birth Child was Adopted.
- For Alleged or Putative Fathers.

Post Adoption Information Line

In addition to the website information, the Post Adoption Records Unit has a customer service telephone line. for individuals to receive information regarding access to adoption records. Any messages that are left are returned within one (1) business day. All calls are logged in the logbook and maintained within the Post Adoption Records Unit. The Post Adoption Information phone number is (615) 532-5637.

Post Adoption Information Email

Additionally, the Post Adoption Unit has a customer service information email inbox at EI.DCS.PostAdoptionRecords@tn.gov. Any emails received are responded to within one (1) business day. All record requests and inquiries submitted electronically are sent through this inbox.

Fees

No authorization for access to records shall be processed or copies of the records provided until the required fees have been paid or fee waiver documentation has been received by the Department. The only exception occurs if the Department, in its sole discretion, determines that life threatening or medically terminal circumstances involving the requesting party warrants processing.

Payments for services that are received via mail may be made by personal check, cashier's check, or money order payable to the Department of Children's Services. The payment should be mailed to:

Tennessee Department Children's Services
Post Adoption Records Unit
UBS Building, 9th Floor
315 Deaderick Street
Nashville, TN 37243

Cash payments are only accepted when hand delivered to the Post Adoption Records Unit upon appointment. All fees are processed through DCS Fiscal Services. Receipts are provided for all received fees. Current fees are as follows:

Access to Records:

- \$150.00 for the Initial request for access.
- \$50.00 for each reorder of the record after the initial paid request.
- \$50.00 for access to Post Adoption file (if requested after initial access).
- \$50.00 Letter of Authorization (if requested after initial access).
- 25¢ per page for copying costs.

Non-Identifying Information:

- \$45.00 Initial request for information

Updated Medical Information:

- No fee

Fee Waiver

Upon receipt of a written request for services, information is shared with the requestor regarding the fee for services, as well as the fee waiver process. Fee waiver determination is only made upon request of the individual.

Waivers are granted and no fees are charged to any person who can provide evidence that they or someone in their household unit currently receives:

- Temporary Assistance for Needy Families (TANF) or any means-tested case assistance program
- Food Stamps (SNAP) or any other means-tested food assistance program
- Medicaid, TennCare, or any other means-tested medical assistance program
- Supplemental Security Income (SSI) under Title XVI of the Social Security Act
- DCS Youth ages 18-23 receiving Bright Futures services

Persons that cannot show evidence of any of the above situations may request an Affidavit of Income and Resources for Waiver of Sealed Records Fees ([CS-1028](#)). This document must be completed, and the sworn information must be signed before a notary.

Procedures for fee waiver:

1. Upon receipt of a completed request for services and verification that a record exists, the Post Adoption Records Unit will send an acknowledgement form letter to the requestor. This letter includes information regarding possible fee waiver.
2. The requestor has six (6) weeks to provide sufficient information regarding a fee waiver.
3. Once the requestor has provided evidence of current enrollment to one of the government programs stated above, the Post Adoption Records Unit will ensure the information is accurate and make a determination of a fee waiver and obtain approval from the Program Manager. The information must show evidence of the requestor's current involvement or that of a household family unit member. The family unit member must be of relation by blood, marriage, or adoption.
4. If the requestor cannot provide verification of current eligibility of one the approved programs, an Affidavit of Income and Resources for Waiver of Sealed Record Fees ([CS-1028](#)) will be provided.
5. Upon receipt of the notarized declaration of sources of income, staff will determine if a waiver is appropriate or denied. For waiver approval, the family unit's income, based upon its size, cannot exceed the current threshold in the Federal Register and the family unit's non-exempt resources cannot exceed \$1,000.
6. The requestor is notified if the fee waiver was approved or denied by a member of the Post Adoption Records Unit.
7. If the fee waiver is approved, the request for service is processed accordingly.
8. If the fee waiver is denied, and no payment is received, the request for services is closed. The request is retained in the Post Adoption file.
9. Update Post Adoption Record Requests database on outcome of fee waiver as approved or denied.

Once a waiver of fees is approved, there will be no fees associated with any services requested and/or provided for this request only. Any additional requests for services by additional requestors are subject to the fee process.

Policy

The Post Adoption Records Unit maintains and follows DCS [15.8, Preparing Adoption Records for Archives](#), and supplemental [Protocol for Preparing Adoption Records for Archives](#), DCS Policy [15.9, Access and Release of Information from Sealed Adoption Records and Other Services](#). The Policy is located under Chapter 15 of the DCS Intranet at

<https://www.tn.gov/dcs/program-areas/qi/policies-reports-manuals/policiesprocedures.html>

Forms

The following is a list of forms and form letters utilized by the Post Adoption Unit:

[CS-1025 Administrative Request to Access Sealed Adoption Record and Release of Information](#)

[CS-1026 Request Access to Sealed Adoption Record/Release of Information and Other Services](#)

[CS-1028 Affidavit of Income and Resources for Waiver of Sealed Records Fees](#)

[CS-0403 Appeal for Fair Hearing](#)

[CS-4226 Consent or Denial of Adoption Record Information Release](#)

[CS-0677- Closed Adoption Record Checklist](#)

[Post Adoption Acknowledgement Form Letter](#)

[Post Adoption Case Review Form Letter](#)

[Post Adoption Denial Form Letter](#)

[Post Adoption Eligibility Form Letter](#)

[Post Adoption No Record Located Form Letter](#)

[Post Adoption Post 51 Authorization Form Letter](#)

[Post Adoption Pre 51 Authorization Form Letter](#)

[Post Adoption Receipt Copy of Record Form Letter](#)

[Post Adoption Search Form Letter](#)

<https://files.dcs.tn.gov/intranet/forms/redackltr.docx>

Work Aids

The following is a list of internal work aids used by the Post Adoption Records Unit:

Case Record Review Notice

Sealed Adoption Record Order Form

Determination of Eligibility (pre-1951, post 1951)

Non-Identifying Information

Tennessee Vital Records Request Letter

Release of Information for Updated Medical

SEALED ADOPTION RECORD ORDER FORM

TCHS# _____

DPW# _____

FM BOX# _____ R&R/VRC# _____

SUPPLEMENT# _____ R&R/VRC# _____

CHILD'S NAME: _____ BIRTH____ ADOPTIVE____

REQUESTOR: _____

(RELATIONSHIP)

FEE WAIVER: Y N

DATE PAYMENT/WAIVER RECEIVED DATE: _____ WAIVER_____

ASSIGNED PROGRAM SPECIALIST: _____

PAGES: #File____ #PA____ Total____ x.25=Total Cost_____

DATES:

COPY FEE LETTER SENT: _____ DUE_____

COPY FEE RECEIVED: _____

RECORD MAILED: _____

FILE CLOSED: _____ CLOSED IN SHAREPOINT: _____

NOTES: _____

DETERMINATION OF ELIGIBILITY FOR TCA 36-1-127 (3)(A)-(F)

(Pre-1951)

Requesting person: _____

Relationship: _____ Relationship Established: Yes No

Individual's record to be accessed: _____

Date of Birth: _____

Individual's Parents: _____

Eligibility Established: YES NO

Program Specialist

Date

Record Reviewed by: _____
Eligible Person

Copies of record(s) given/sent to eligible person: _____ Date: _____

___ Original pictures given/sent to the adoptee (or lineal descendant if the adoptee is deceased)

___ Copy of pictures given/sent to an eligible person

___ Pages altered to remove portions of the adoptive home study or crisis pregnancy counseling

DETERMINATION OF ELIGIBILITY FOR TCA 36-1-127 (c)(h)(3)

Adoptee Relative of Adoptee Yes No

Requesting person: _____

Relationship: _____ Relationship Established: YES No

Adoptee's record to be accessed: _____

Date of Birth: _____

Adoptee's Parents: _____

Is information in record consistent with information given by the requestor? YES NO (note difference)

Rape/Incest _____ If yes, was birth mother's consent obtained _____

Termination of Parental Rights for Cause _____ Abuse or Neglect _____

Adoptee's consent obtained _____

Eligibility Established _____

Program Specialist Date

Record reviewed by: _____

Eligible Person

Date

Copies of record(s) given/sent to eligible person: Date _____

___ Original pictures given/sent to adoptee ___ Copy of pictures given/sent to eligible person

___ Original letters/cards addressed to adoptee given/sent to adoptee

___ Pages altered to remove portions of the adoptive home study or crisis pregnancy counseling

Rev. 3/23

RELEASE OF INFORMATION FOR UPDATED MEDICAL INFORMATION

TENNESSEE CODE ANNOTATED, § 36-1-135(c)

This Release of Information should be used when a request for medical information has been made by an adopted person or by a biological or legal relative or the legal representative of the adopted person and they have provided written evidence from a licensed health care professional or a licensed health care facility of a medically established need for additional or updated medical information about an adopted person, or their biological or legal relatives and the Department of Children’s Services, is contacting the persons who have access to or have or may have knowledge of such information. See, T.C.A. 36-1-135.

I, _____, (Name of Person Executing the Release) have been told by the Tennessee Department of Children’s Services that a person eligible to request updated medical, psychological, or psychiatric information has requested additional or updated medical, psychological, or psychiatric information to which I may have access or of which I may have knowledge.

I understand that if I have authority to release such information, that such release is entirely voluntary on my part.

1. I hereby release the following specific information to the Tennessee Department of Children’s Services and its authorized agents to provide such information about me to the treating professionals or health care facilities for the purpose of assisting with the medical, psychological, or psychiatric care of the requesting party (Attach Additional Sheets if Necessary):

2. Names and addresses of Treating Professionals or Health Care Facilities from Whom the Information May Be Released Pursuant to My Approval (Attach Additional Names if Necessary):

a. _____

RELEASE OF NON-IDENTIFYING INFORMATION FROM RECORDS CHAPTER 0250-7-11
OF ADOPTIONS AND TRANSMITTAL OF MEDICAL INFORMATION
REGARDING CERTAIN PERSONS AFFECTED BY ADOPTIONS
(Rule 0250-7-11-.05, continued) November, 2001 (Revised) 13

b. _____

c. _____

d. _____

e. _____

f. _____

3. Other than the specific information given above, I wish to share other medical information about me and/or other relatives: (If information is given about other relatives, please specify their relationship to you.)

4. This Release Shall Expire in four (4) months from date of my signature unless otherwise stated here _____ . Thereafter a new release must be executed for further release of additional or updated medical information.

This the ___ day of _____, 20__.

Please Print: _____

Name of Person Signing Release

Signature: _____

Non-Identifying Information for

Other Children of Biological Parents Other Children of Legal (Adoptive) Parents

WEIGHT AT BIRTH: _____	WEIGHT AT BIRTH: _____
LENGTH AT BIRTH: _____	LENGTH AT BIRTH: _____
SEX: _____	SEX: _____

Relationship:		
AGE AT TIME OF ADOPTEE'S BIRTH		
NATIONALITY/ETHNIC BACKGROUND		
RACE		
RELIGIOUS PREFERENCE		
EDUCATIONAL LEVEL		
GENERAL OCCUPATION		
TALENTS		
HOBBIES		
HEIGHT		
WEIGHT		
COLOR OF HAIR		
COLOR OF EYES		
COMPLEXION		
OTHER SIMILAR INFORMATION		
HEALTH HISTORY		

Non-Identifying Information for

Biological Parents
 Biological Relatives
 Legal (Adoptive) Relatives

Relationship:		
AGE AT TIME OF ADOPTEE'S BIRTH		
NATIONALITY/ETHNIC BACKGROUND		
RACE		
RELIGIOUS PREFERENCE		
EDUCATIONAL LEVEL		
GENERAL OCCUPATION		
TALENTS		
HOBBIES		
HEIGHT		
WEIGHT		
COLOR OF HAIR		
COLOR OF EYES		
COMPLEXION		
OTHER SIMILAR INFORMATION		
CHILDREN: (All ages given are at adoptee's birth)		
HEALTH HISTORY		

Non-Identifying Information

REQUESTED BY: _____
(Name)

FOR: _____
(Adoptee's Relationship to Requesting Person)

NON-IDENTIFYING INFORMATION FOR ADOPTEE:

DATE OF BIRTH: _____
TIME OF BIRTH: _____
WEIGHT AT BIRTH: _____
LENGTH AT BIRTH: _____

OTHER PHYSICAL CHARACTERISTICS AT BIRTH:

COPIES OF MEDICAL REPORTS ATTACHED: Yes No

NOTIFICATION OF MEDICAL PROBLEMS WHERE NO MEDICAL REPORT ATTACHED:

There is not any medical documentation noted in the adoption record.

NOTE: AGE NOTED ON ALL FORMS IS INDIVIDUALS' AGE AT THE TIME OF THE ADOPTEE'S BIRTH; OTHER INFORMATION NOTED IS THE MOST RECENT INFORMATION AVAILABLE FROM THE RECORD.



To: TN Department of Health, Office of Vital Records

From: Program Specialist, DCS Post Adoptions Unit

DCS Allotment Code 359.40

Date:

Re: Sealed Adoption File

DCS is requesting information regarding the possible adoption of the person listed below:

Adoptee's Name:

Birth Name:

Date of Birth:

Place of Birth (county, city, state):

Adoptive Mother:

Adoptive Father:

Birth Mother:

Birth Father:

Does Vital Records show this person has been adopted? Yes or No

If yes, please send a copy of the documents contained in the sealed file along with copy of the original birth certificate to DCS Post Adoption email address at EI_DCS.PostAdoptionRecords@tn.gov.