

Birth Parent Application for Disclosure

Mail the notarized application to
Virginia Department of Social Services (VDSS)
Adoption Unit, 11th Floor
801 East Main Street
Richmond, Virginia 23219

1. BIRTH PARENT'S INFORMATION

First Name: Middle Name: Last Name:

Your name at the time of the child's birth-if different from your current name (e.g. maiden)

First Name: Middle Name: Last Name:

Date of Birth (Month/Date/Year): Telephone Number: Email Address:

Current Mailing Address:

2. CHILD'S INFORMATION (at birth, if known)

First Name: Middle Name: Last Name: Date of Birth:

3. IDENTIFYING INFORMATION REQUEST

☐ I wish to obtain identifying information through a search for the adult adoptee.

Identifying information is the information that will lead to the identity of a person, which may include names or contact information. The purpose of the search is to attempt to locate the adoptee and determine if the adoptee consents to have his/her information released to you.

NOTE: A search for the adult adoptee can only occur when the adoption was finalized on or after July 1, 1994 and when the adult adoptee is 21 years or older. Prior to July 1, 1994, complete the Relative Update to an Adoption Record Form to add information in the record (e.g. letter) as a search for the adoptee cannot occur.

4. ADDITIONAL INFORMATION ☐ Check if additional pertinent information is on a separate page.

What additional information do you have that could assist in your request? (e.g. birth name, previous search)

5. GOOD CAUSE ☐ Check if additional pertinent information is on a separate page.

Good cause as to why the information should be made available to you.

Once your application is submitted to VDSS, the agency that was initially involved in your child's adoption will be designated to conduct the search. You will be given the agency's name and contact information within 30 days of the date your application was received. The agency has 90 days to conduct the search. Additional time can be granted to complete the search. Once the search is complete, the agency will send a report to VDSS with a recommendation to grant or deny the application. If your application is denied, or if VDSS fails to designate an agency to conduct the search within 30 days of receipt of the application, you have the right to petition the court for disclosure. If you are a Virginia resident, you may petition the circuit court in the county or city where you reside. If you live out of state, you must petition the Richmond City Circuit Court. VDSS must be made a party to your petition.

By completing this application, you, hereby apply to the Commissioner of the Virginia Department of Social Services (VDSS) for disclosure of information from the closed adoption record pursuant to the Code of Virginia §§ 63.2-1246 and 63.2-1247.

6. SIGNATURE OF APPLICANT (Must be signed in front of a Notary Public)

Signature of Applicant _____

City/County of _____

Commonwealth/State of _____

Subscribed and sworn to before me on this _____ day of _____ in the year _____.

Notary Public Signature _____

Notary Seal

My Commission Expires _____

Office Use:

Adoption Case Number : _____ Previous Search Date: _____ Outcome: _____