

## **Identifying Information**

All adoptees age 18 or older may apply for identifying information. However, the information you provide on the forms in this packet are treated differently based on the restrictions below.

- For adoptions finalized prior to 7-1-1986, the Department for Children and Families Adoption Registry shall disclose identifying information **if the birth parent has filed any kind of document that clearly indicates that he or she consents to such disclosure**. In other words, both parties must consent. If they have not consented, you may petition the court to begin a search for the other parties' consent which will be typically be turned over to the agency who handled your adoption. (There are additional fees for this.)
- For adoptions finalized on or after 7-1-1986, the registry shall disclose identifying information without requiring the consent of the birth parent **unless** the birth parent has filed a request for nondisclosure. The registry will not make an attempt to contact and request consent.

In order to begin the process for consenting to the release of identifying information (and ultimately being eligible to receive your original birth certificate), you will need to **complete and sign the enclosed document (Adoptee Consent Form)** and return it to VAR, 280 State Drive, Waterbury, VT 05671 (when you sign the document you need to do so in front of a notary public, where you will need to produce a form of identification).

Once it is received, we will check with the VAR file, probate court where your adoption was finalized and the private agency that finalized your adoption to determine if your birth mother/father (or any member of your birth family has) signed a consent to release his/her identifying information to you. If someone has, then the identifying information (names, dates of birth, last known addresses) will be released to you and to the birth family member. If no one has, then you will be denied the identifying information and you will have the option of petitioning the probate court to request that a search be conducted to find your birth parent(s) in order to determine their willingness to consent. The court will usually ask the agency that finalized your adoption to perform this search and there are customarily fees attached to this service. Then the agency will search, and the outcome will be reported to the probate court and the VAR. If they are unable to find your birth parent(s) then the court will set the matter for a hearing and the court may or may not release the identifying information to you.

## **Non-Identifying Information**

You are also always to request and receive your non identifying information. Non-identifying information is a summary from your adoption file and may include heritage, education level, interests and hobbies, etc. If you were adopted through a private agency, then you will need to **contact that agency directly to obtain a more complete non-identifying information summary**. If you were **adopted through the State (or Vermont Children's Aid Society)**, then

**you will need to complete the form in this packet titled ‘VAR Request for Non ID’** and return it to the same address along with a copy of your driver’s license. At this time the state does not charge a fee for this service, but the private agencies usually do.

Further Contact:

Christina R. Shuma, MSW  
Vermont Adoption Registry Coordinator  
Department for Children and Families  
Family Services Division  
280 State Drive  
Waterbury, VT 0567-1030  
[\(802\) 241-0906](tel:(802)241-0906)  
[Christina.Shuma@partner.vermont.gov](mailto:Christina.Shuma@partner.vermont.gov)

09/06/2016



VERMONT

Department for Children and Families
Family Services Division
Vermont Adoption Registry
280 State Drive
Waterbury, VT 05671-1030
www.dcf.vt.gov/fsd

[phone] 802-241-0906
[fax] 802-241-0914

Agency of Human Services

Statement About The Release Of Identifying Information

I hereby make the following statement about the release of identifying information to my birth family:

- I consent to the release of this information to my: birth parents birth siblings
I do not consent to the release of this information. I understand that a judge may decide to release this information for important reasons (e.g. medical) even though I requested confidentiality.

Adoptive Name:

Current Name (if different):

Date of Birth: Date of Adoption:

Names of Adoptive Parents:

Town of Residence When Adopted:

Your Current Address:

Phone: ( )

Social Security: Drivers License: # State

I understand that I may change my mind about the choice I made above at any time prior to the release of identifying information by writing to: Adoption Registry, 280 State Drive, Waterbury, VT, 05671-1030

Adoptee's Signature

Sworn before me at on this day of 20

My commission expires on

Notary Public

Note to Notary: Please use stamp or seal.

Mail completed & notarized form to: Vermont Adoption Registry, 280 State Drive, Waterbury, VT, 05671-1030

**COMPLETE THE NEXT FORM**  
**VT Adoption Registry Request for**  
**Non-Identifying Information**  
**ONLY IF:**

You were **adopted through the State --- or Vermont Children's Aid Society**. Submit it along with a **copy of your driver's license**. At this time the state does not charge a fee for this service.

Send to:

**Vermont Adoption Registry**

**280 State Drive**

**Waterbury, VT 05671**

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Note: If you were adopted through a **private agency**, then you will need to **contact that agency directly to obtain a more complete non-identifying information summary**.

**VT Adoption Registry Request for Non-Identifying Information**

This form serves as a request to obtain non-identifying information.

Please note:

- Complete all appropriate sections below and send via US Mail.
- A legible copy of your valid government-issued **Photo Identification** must accompany this form. (Examples include: State issued driver's license or non-driver photo identification with your current address.) Please enlarge photo ID on copier by 150% if possible.

**ADOPTEE / ADULT DESCENDENT OF A DECEASED ADOPTEE:**

Name of Adoptee: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) - \_\_\_\_\_

Date of Birth of adoptee: \_\_\_\_\_

**BIRTHPARENT / BIRTHSIBLING:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) - \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Birth name of adoptee: \_\_\_\_\_

Date of Birth of adoptee: \_\_\_\_\_

**ADOPTIVE PARENT:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) - \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please mail form to: Vermont Adoption Registry  
103 South Main Street, Osgood 3  
Waterbury, VT 05671-2401

Questions? Call: (802) 769-6292 or (802) 864-7467