

**Adoption Records  
Request Letter**

Re: State of Ohio v. \_\_\_\_\_

Dear Madam/Sir:

Please be advised that \_\_\_\_\_ is representing \_\_\_\_\_ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. \_\_\_\_\_, we are requesting that you provide us with any and all of his adoption records. These records should include, but are not limited to:

- any biological family history;
- application for the adoption;
- dates proceedings began and ended;
- court records regarding the adoption;
- name(s) of any caseworker(s) involved with this process;
- any notations regarding screening process of the application;
- and records regarding finalization of this procedure.
- Any other records

To assist you in locating these records, Mr. \_\_\_\_\_'s birthdate is \_\_\_\_\_ and his social security number is \_\_\_\_\_.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified. **Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention.

Sincerely,

Enclosure