

Beginning August 1, 2018, individuals authorized by state law may submit a written request for a copy of an adoption file from the Department of Health. As a birth parent, you are able to submit the documents contained in this packet as additional information in the event the adoptee or the child, widow/widower or guardian of any child of the deceased adoptee requests a copy of your biological child's adoption file.

This package includes the Contact Preference Form, the Family History Information Form and the Redaction Request Form. Below you will find instructions for completing and submitting the forms. Each birth parent must complete his or her own packet. While the Department will diligently search its files for an adoption record that matches the information in your packet, it does not warrant, promise or guarantee that it will be able to locate the adoption record that matches the information in your packet.

- A. Contact Preference Form** – This form will allow the birth parent to indicate how he or she would prefer to be contacted by the requester if an adoption file is released. You can choose direct contact, contact through an intermediary or no contact at all. *This form is advisory only and not enforceable.* It does not ensure that contact will or will not be made.
- B. Family History Information Form**– This form will allow birth parents to update their social, cultural and medical history information. In order for the other forms in this packet to be accepted, you must submit this form if your genetic or social history has not previously been compiled, or was compiled but needs to be corrected or expanded.
- C. Redaction Request Form** – This form allows the birth parent of an adopted person to maintain privacy by directing the State Registrar to redact his or her name from the copy of his or her biological child's adoption file that a qualified requester is to receive. Beginning August 1, 2018, copies of adoption files may be requested and released; therefore, it is recommended that birth parents submit this form prior to August 1, 2018.

This packet only applies to the birth parents of an adoptee. No other persons by birth relation can submit this packet.

This office only has adoption files and birth records for persons whose birth occurred in the State of Arkansas. If the child was born in another state, please contact that state for more information.

In order for your packet to be accepted, it must be returned with the following:

- All applicable forms signed
- All applicable forms notarized
- Birth parent submits satisfactory proof of his or her identity (See Identification Requirements)
- Family History Information Form is completed.

Please return the packet to:

Arkansas Department of Health
Vital Records Department
State Registrar
4815 West Markham Street, Slot 44
Little Rock, AR 72205

Identification Requirements (Please send copies and not originals)

The following are acceptable forms of ID:

- United States issued Driver's License or Identification card
- United States Territories Driver's License or Identification card
- Tribal Identification Card that contains bearer's signature
- U.S. Military Identification Card that contains bearer's signature
- Passport-United States or Foreign issued
- Visa-In a passport and bearer's signature is on the passport not the Visa
- Resident Alien Card (Form I-551)
- Employment Authorization Card (Form I-766)
- Employment Authorization Card (Form I-688A)
- Temporary Resident Card (Form I-688)

A valid government-issued identification document should contain a photo, current address, signature and a unique number or barcode (e.g. driver's license, passport number) assigned to the person.

If a birth parent does not have an acceptable or valid photo government-issued identification document, **at least two (2) other pieces** of documentation are required that establish identity by a preponderance of the evidence. Together, these secondary documents should contain a current address and signature of the birth parent. The State of Arkansas reserves the right to request additional evidence as appropriate. If the birth parent is unable to satisfy the identification requirements, then the request will not be processed.

The following are examples of secondary forms of ID that are acceptable if verifiable:

- Employment Identification Card with photo, accompanied with paystub or W-2
- School, university, college identification card with photo, accompanied with a report card or other proof of current school enrollment
- Department of Corrections identification card, accompanied by probation documents or discharge papers
- Social Security/Medicare Card (must be signed)
- Pilot's License
- Car registration or title with current address
- U.S. Selective Service Card
- Voter's Registration Card
- Filed Federal tax form (with current address and signatures)
- Bank statement or utility bill (gas, water, electric, sewer, phone) with current address
- Court documents with current address