

POST ADOPTION INFORMATION REQUESTS

To:	Clients Seeking Post Adoption Information
From:	Summit County Children Services
Re:	Guidelines for Requesting Post Adoption Information

In an effort to assist you in securing Post Adoption Information that Summit County Children Services is legally permitted to provide, please follow the guidelines below.

All requests for Post Adoption Information must be made **in writing and mailed to:**

Cassandra Holtzmann, Executive Director
 Summit County Children Services
 264 S. Arlington Street
 Akron, Ohio 44306

The request must have **"your original signature and date"**. No requests via email or fax will be processed.

Please include the following information with your request:

- ⇒ Full birth and/or adoptive name
- ⇒ Date of birth
- ⇒ Date, year and county of adoption (if known)
- ⇒ Full name of adoptive parents
- ⇒ Any information about your birth family that may be known – (siblings, parents, etc).

Please identify the information you are seeking and how the information will benefit you. If there is an urgent need for the information requested, please document the reason in your request. **INCLUDE A CURRENT PHONE NUMBER AND ADDRESS WITH YOUR REQUEST.**

Please keep in mind there are legal restrictions that determine what information we are able to provide. We will make every effort to accommodate your request within those restrictions.

If you have any questions, please contact Summit County Client Rights Office at 330.379.2087 for assistance.