

February 2018

The Child Welfare Program at Lutheran Family and Children's Services (LFCS) offers the following information to help you understand the steps involved in the release of adoption record information.

St. Louis

9666 Olive Boulevard
 Suite 400
 St. Louis, MO 63132
 Phone 314-787-5100

LFCS has been an adoption agency for many years and is able to assist in searches on adoptions accomplished in Missouri. For the last several years, LFCS has also had the records of Provident Counseling, previously known as Family and Children's Services, and also provides post-adoption services for those clients.

Mid-Missouri

307 Locust Street
 Columbia, MO 65201
 Phone 573-815-9955
 Fax 573-449-4640

Information concerning any adoption finalized in Missouri is protected by state law. A request for information must be in writing, contain verification of your identity and should specify whether you are seeking non-identifying and/or identifying information. (*You may use the enclosed request form letter.*) Persons requesting information must be 18 years of age and must have a direct relationship to the adoption.

Southeast Missouri

3178 Blattner Drive
 Cape Girardeau, MO 63703
 Phone 573-334-5866
 Fax 573-334-7593

Non-identifying information can be released to an adult adoptee or an adoptive parent upon their written request to the agency or the court. The fee at LFCS is **\$150.00**. Your payment should be submitted with your letter of request in the form of a personal check, cashier's check or money-order payable to Lutheran Family and Children's Services of Missouri.

Southwest Missouri

2130 N. Glenstone Avenue
 Springfield, MO 65803
 Phone 417-862-1972
 Fax 417-862-3276

Requests for identifying information should be sent to the court that finalized the adoption. The consent of the birth parent is necessary to the release of identifying information. In most situations this requires that the agency research, or "search," for current information on the birth parent. Our fee for the first 10 hours of searching is **\$450.00** and \$65.00 for each additional hour. We will also request reimbursement for any out-of-pocket expenses that may be incurred in the process of searching, i.e. fees for legal documents, postage and professional database services. Most searches can be completed within the initial 10 hours. You will be contacted for your approval if additional time is necessary to complete the search.

St. Charles Region

100 Piper Hill, Suite B
 St. Peters, MO 63376
 Phone 636-949-5522

We have found that a **non-identifying letter** written by you to explain, in your own words, your motivation and expectations from the contact is helpful in making the initial contact with your birth family. The letter need not be lengthy but must be non-identifying—no names, dates, or names of places can be included. You may, however, include information about yourself, your adoption, your current family and a list of questions that you would like answered, regardless of their decision about the release of their identifying information. You may include questions about medical history, as well as questions about nationality and family background. Some of this information may be included in the summary of non-identifying information. However in most situations, the medical information from the record is not current and only your birth parents can provide updated information. If you have specific medical concerns and questions, please include them in your letter.

Franklin County

15 South Oak Street
 Union, MO 63084
 Phone 636-234-0893
 Fax 636-744-1781

Information on Siblings may also be requested. The court will need to authorize the agency (i.e., LFCS) to begin the process. Information can only be released if that sibling gives a signed, notarized consent.

We can never guarantee the outcome of a search or contact and so it is important to prepare yourself, as much as possible, for whatever the outcome of your search might be. It is an emotional journey and the more you understand about the possibilities the easier it will be to experience the journey.

You may make payment for services with a personal check, cashier's check or a money order payable to Lutheran Family and Children's Services of Missouri and send to the attention of the Adoption Search Team. **We cannot begin a search until the fee has been received.**

If you have any questions please let us know at 314-787-5100.

Sincerely,

Adoption Search Team