

County of Santa Clara

Social Services Agency



333 W. Julian Street
San Jose, California 95110-2335

Dear Visitor:

Regarding your request for non-identifying information, as you may already know, by California law, adoption is confidential, and it is imperative that only those with a right to know be able to obtain this information. Therefore, in order to respond to your request, it will be necessary for you to verify your identity by providing us with a letter. If you live in California, your signature may be witnessed by an adoption social worker or **notarized**. If you live outside California, you **must** have the letter **notarized**.

If your name has been changed through marriage or otherwise from the name held at the time of adoption, please give us information, which will make a connection with your original name.

In order for us to locate your adoption records, it is also important that you include the following information in your notarized letter: for birth parent - the full name(s) by which you were known at the time of the adoption and your child's birth name and birth date; for the Adoptee and Adoptive Parent - the Adoptee's full adoptive name and birth date and the complete names of the adoptive parents.

Due to the volume of requests received by this agency, **should we not hear from you within ninety days from the date of this letter, your request will be closed**, and any further contact after that date will be considered as a new request.

If you have any further questions, please call us at (408) 975-5119.

Sincerely,

Post Adoptive Services Staff