

DSS Policy and Procedure Guide	
Division 03: Child Welfare	Chapter 08: Adoption
Item 009: Mutual Consent for Contact Between Birth Parent and Adult Adoptee	
Suggested changes send to: DSS PSOA Mailbox	Issued: April 18, 2014
References: California Civil Code 1798.24 (q) ; Family Code 9204 ; California Department of Social Services (CDSS); Title 22, Division 2, Article 3, Sections 35053 and 35065.1	Replaces Issue: New

Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

[Family Code 9204](#) allows adoptees who are adults and their birth parents to have contact with one another, as long as both sign a consent for contact form. While the law allows for agencies to contact siblings, the law prohibits the agencies from soliciting consents and providing search services for adoptees or birth parents. As an agency that oversees adoptions, the Fresno County Department of Social Services (DSS) must help adult adoptees and their biological parents connect with one another upon their request.

Purpose

To inform DSS Child Welfare staff of the procedure required for providing contact information and non-identifying background information to birth parents and adult adoptees post-adoption. In addition, to advise staff of the various forms required in this procedure.

Procedure

Any requests for biological parent and adult (18 years or older) adoptee contact post-adoption are to be forwarded to the Assessment/Adoption program where an Interview Person (“I” Person) of the day shall process the requests.

The “I” Person shall have the person requesting contact complete the “*Consent for Contact*” [Form AD 904](#), either in person or by mail.

- If the form is completed in person at the DSS, the “I” Person is to complete Part B of the form and make a copy of the person’s identification (i.e. Driver’s License, Passport, etc.).

- If the form is completed by mail, the person must have a Notary Public complete Part D of the form and mail to DSS via certified mail.
- If the person is calling Adoptions, the person will be advised that the form is available at the Adoptions office, can be mailed to them, can be emailed to them, or the person can locate the form on the [CDSS](#) website.

Once the form is completed and returned, the “I” Person shall give the waiver to an Adoption Office Assistant (OA).

The OA pulls the sealed Adoption case file and gives the file to an Adoption Social Work Supervisor (SWS).

The SWS assigns an “I” Person to look for a matching waiver in the case file (**note:** this may be a different “I” Person than the one who helped complete the [AD 904](#) form).

The assigned “I” Person shall look for a matching waiver from the birth parent/adoptee in the case file.

- If there is a matching waiver from the biological parent/adoptee, the “I” Person shall provide the person requesting contact with the other’s contact information via form [CWS 0055](#), *Birth Parent-Adult Adoptee Contact Letter – Waiver*. A copy of the letter shall be filed in the Adoption case file.
- If there is no matching waiver, the “I” Person shall advise the person of this via form [CWS 0056](#), *Birth Parent-Adult Adoptee Contact Letter – No Waiver*. A copy of the letter shall be filed in the Adoption case file.

The “I” Person shall also review the [AD 904](#) form to determine if the birth parent/adoptee has checked the box indicating they would like to receive non-identifying background information regarding their birth parents or the adoptive parents. If so, the “I” Person shall provide the non-identifying background information via form [CWS 0057](#) for the birth parents and [CWS 0058](#) for the adoptive parents. A copy of the letter shall be filed in the Adoption case file.