



## Biological Parent's Request to Add Consent/Contact Preference and/or Medical History Form(s)

Effective July 1, 2019, South Carolina Vital Records Law, Section 44-63-140 was amended to allow adult adoptees age 18 or older to obtain a copy of the adoptee's original birth certificate along with any evidence of the adoption held with the sealed adoption file if a biological parent has completed a form consenting to the release of the information. The form allows for a biological parent to indicate contact preference and consent to release medical history information. A consent and contact preference form and/or medical history form may be provided to the adoptee if a biological parent has completed the form(s) and provided consent to release to the adoptee. This law applies to adoptions finalized after July 1, 2019.

### BIOLOGICAL PARENT CONSENT

- A biological parent must complete a form consenting to the release of the original birth certificate.
- If a biological parent does not sign a consent to release, the adoptee is not entitled to receive the original birth certificate or any other document(s) contained in the sealed adoption file.

### BIOLOGICAL PARENT'S PREFERENCE FOR CONTACT

- The completed form will be placed in the sealed adoption file with the original birth certificate if the parent can provide sufficient information for us to locate the original birth certificate. The Consent and Contact Preference Form is considered a private communication from a biological parent to the adoptee and no copies of the form will be given to anyone other than the adoptee.

### PROCEDURES AND INSTRUCTIONS

- Complete this application and the enclosed form(s).
- A \$12.00 search fee is required by SC Law Section 44-63-110 and is non-refundable.
- Along with the completed application, be sure to include the payment and legible photocopy of a valid government issued picture identification.
- If we locate the sealed adoption file, we will place the completed form(s) in the file with the original birth certificate and send you a letter stating that we did so.
- If we are unable to locate the sealed adoption file, we will return the completed form(s) to you with a letter stating we were unable to locate the file.
- Mail to: SC DHEC – Vital Records  
2600 Bull Street  
Columbia, SC 29201
- The usual turnaround time for "mail" requests is approximately 2-4 weeks from the date of receipt. If it has been more than four (4) weeks since you submitted your request, call (803) 898-3630 to determine the status.

### APPLICANT SECTION (This Section Must Be Completed)

I request that you place the attached completed form(s) with the original birth certificate of the adoptee and that the enclosed form(s) be given to the adoptee if they request a copy of their birth certificate.

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY      SFN: \_\_\_\_\_

## **Biological Parent's Request to Add Consent/Contact Preference and/or Medical History Form(s) Additional Information**

**IDENTIFICATION** – A valid/current government, school or employer issued photo identification document of the **applicant** is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

1. Any United States' DMV Office issued picture identification i.e. Driver's License, ID card, Learner's Permit (unexpired)
2. Current school or employer picture identification card
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
- 5 Foreign Passport (unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refuge Travel Document (form I-571 – unexpired)
8. United States Citizen Identification Card (form I-197)
9. Temporary Resident Card (form I-688 – unexpired)
10. Permanent Resident Card (form I-551 – unexpired)
11. Weapon or gun permit issued by federal, state or municipal government (unexpired)

**Website** – [www.dhec.sc.gov/vr](http://www.dhec.sc.gov/vr) provides additional information on SC Vital Records.

**PAYMENT** – Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC.