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DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Cindy Pitlock, DNP
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MTL # 0105 – 3/23/2022
03/23/2022

TO: Timothy Burch, Administrator – Clark County Department of Family Services
Karla Delgado, Interim Deputy Administrator – Community Services – DCFS
Betsey Crumrine, Social Services Manager V – DCFS – District Offices
Laurie Jackson, Social Services Manager V – DCFS -District Offices
Amber Howell, Director – Washoe County Human Services Agency

FROM: Dr. Domonique Rice, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

- **0105 Adoption Reunion Registry**

This policy is/was effective: 3/18/2022

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- This policy has been revised. Please see below for the type of revision:
- This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change): _____
 - A policy form has been revised: (List form, page number and summary of change): _____

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies>
Please check the table of contents on this page for the link to the chapter you are interested in.

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0105 Adoption Reunion Registry

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective:	3/18/2022
Attorney General Representative Review:	10/08/2021
DCFS Deputy Administrator Approval	10/19/2021
DMG Original Approval	3/18/2022
DMG Approved Revisions	

STATEMENT OF PURPOSE

Policy Statement and Purpose: The purpose of the Nevada Adoption Reunion Registry is to provide information for contact (identifying information) when there is mutual consent or provide non-identifying health and/or social information for adult adoptees who were adopted in Nevada.

AUTHORITY

NRS: [NRS 127.007](#); [NRS 127.140](#); [NRS 127.230](#)

NAC: [NAC 127.090](#); [NAC 127.371](#)

DEFINITIONS

Adoption: The social, emotional, and legal process through which children who will not be raised by their biological / natural parents become full and permanent legal members of another family while maintaining genetic and psychological connections to their biological / natural family.

Agency which provides Child Welfare Services: In a county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as “Agency” or “Child Welfare Agency”.

CCDFS: Clark County Department of Family Services.

Child Placing Agency: A nonprofit corporation organized pursuant to Chapter 82 of NRS 127.230, NRS 127.250 and licensed by the Division of Child and Family Services to place children for adoption.

DCFS: The Division of Child and Family Services of the Department of Health and Human Services for the State of Nevada.

Family Connection (match): When two eligible parties submit notarized applications to the Registry, then FPO will provide both parties with the contact information on the applications. For example, when an adult adoptee (over the age of 18) registers and their birth parent had previously registered, contact information on the notarized applications will be shared.

FPO: Family Programs Office at the Division of Child and Family Services.

NAC: Nevada Administrative Code (regulations promulgated by the Nevada Revised Statutes).

Natural, Biological, Birth Parents: Terms used throughout the policy have the same meaning and may be used interchangeably based upon the differing terms that are in NRS / NAC 127.

NRS: Nevada Revised Statutes (as enacted by the Nevada Legislature).

Open Adoption: Adoptive arrangement whereby the biological /natural parent(s) and the prospective adoptive parent(s) determine by mutual consent the amount of identifying information that will be shared or communicated about the other. NRS 127.230.

Relative: A person related through birth, marriage, or adoption within the third degree of consanguinity (see attachment FPO 0105D). NRS 127.230.

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

State Registrar: Nevada's Adoption Reunion Registry, also referred to as the "Registry."

State Register for Adoptions: The Division shall maintain the State Register for Adoptions in its central office to provide information to identify adults who were adopted, and persons related to them within the third degree of consanguinity per NRS 127.007.

WCHSA: Washoe County Human Services Agency.

STANDARDS/PROCEDURES

About the Registry

1. The Registry is a free, mutual consent Registry. The following individuals are eligible to register:
 - a. **Adoptees-** (18 years or older) whose adoption was finalized in Nevada.
 - b. **Biological / Natural Parents-** who have relinquished a child for adoption or whose parental rights have been terminated by a Nevada Court.
 - c. **Relatives-** who are related to an adoptee within a third degree of consanguinity per [NRS 127.007](#).
2. A person who wishes to be listed in the State Register for Adoptions must submit a notarized application provided by the DCFS.
 - a. Adoptees should use Adoptee Application ([electronic](#) and [printable](#)).
 - b. Birth parents should use Birth Parent Application ([electronic](#) and [printable](#)).
 - c. Relatives should use Relative Part 1 Application ([electronic](#) and [printable](#)) and
 - d. Consent of Birth Parent to Release Adoption Reunion Registry Information ([electronic](#) and [printable](#)).
3. At any time, an application can be withdrawn from the Registry by submitting a Request for Change of Address or Other Registration Changes form ([electronic](#) or [printable](#)) and choosing the check box "withdraw application."
4. The Request for Change of Address or Other Registration Changes form is also used for updating contact and medical information. It is the responsibility of the applicant to keep the Registry current, this includes change of name, address, phone number, etc.
5. Applications and forms are located at [Adoption Reunion Registry Forms](#).
6. Completed applications and forms can be mailed to the Adoption Reunion Registry, Division of Child and Family Services, 4126 Technology Way, 3rd Floor, Carson City, Nevada 89706, or can be emailed to DCFSReunionRegistry@dcfs.nv.gov. Emailed applications and forms are required to be in a PDF (portable document format). The Division reserves the right of refusal for any emailed forms that are not legible, printable, or in a PDF format.

Family Connection (match)

1. When eligible applicants submit their information as described above to the Registry, a search of the Registry database is completed to check for a Family Connection (match). A Family Connection (match) can only occur between applicants with a notarized application on file to ensure identity.
2. When a Family Connection (match) is made, FPO will provide by letter the information contained in the application to the other applicant. For example, the adult adoptees information will be provided to the birth parent, the birth parents information will be provided to the adoptee. Information that is provided includes information on the application:
 - a. Name
 - b. Date of Birth
 - c. Home / Mailing Address
 - d. Email Address
 - e. Telephone Number(s)
3. Note, Nevada solely provides a mutual consent Reunion Registry and does not provide additional search or reunion services.

When a Family Connection Cannot Be Made

1. Identifying Information
 - a. In the State of Nevada, all adoption records filed with the Court are sealed and confidential. A court order is required to unseal these court records. More information about this can be found on the DCFS [Adoption Reunion Registry Website](#) under the heading: Links to Petition the Court to Unseal Adoption Records.
 - b. This confidential information is referred to as Identifying Information and may be requested and provided if there is a court order per [NRS 127.140](#).
 - c. The applicant should provide the request and court order by mail to the Adoption Reunion Registry, Division of Child and Family Services, 4126 Technology Way, 3rd Floor, Carson City, Nevada 89706, or emailed to DCFSReunionRegistry@dcfs.nv.gov.
2. Non-Identifying Information
 - a. Non-identifying information is general information that is in the file at the time of the adoption and can only be released to an adoptee or an adoptive parent (if the child is under the age of 18) through a request made on the Request for Non-Identifying Information form (electronic or printable).
 - b. Pursuant to [NAC 127.371](#), non-identifying information may include the following information, if available, in a form that does not divulge the identity of the biological parents:
 - i. The location, date, and time of birth of the adopted person.
 - ii. The weight, the length, and the size of the head and chest of the adopted person at birth.
 - iii. The scores obtained from any administration of an Apgar test of the adopted person near the time of birth.
 - iv. The type of blood, any known hereditary conditions, and the medical and psychological history of the adopted person.
 - v. Whether the adopted person has sibling and, if so, their age and sex when the adopted person was placed for adoption.
 - vi. The age, race, height, weight, build, complexion, color of eyes and hair, marital status, religion, and educational, medical, and psychological history of the biological parents when the adopted person was placed for adoption.
 - vii. The ethnic history of the biological parents.
 - viii. Any special interests or talents of the biological parents.
 - ix. May upon request, provide to an adopted person a copy of the court order for his adoption and may inform him if his biological parents are deceased.
 - c. Non-identifying information will be provided in writing to the applicant.

Agency Responsibilities

1. A Child Welfare Agency, or a Child Placing Agency, shall inform prospective parties about the State Register prior to case closure. Information about the State Register for Adoptions can be found on the [Adoption Reunion Registry Website](#) and must be provided to each below per [NAC 127.371](#):
 - a. Parent whose parental rights are relinquished or terminated; and,
 - b. Person who was placed for adoption; and,
 - c. Adoptive and prospective adoptive parent.

2. The Child Welfare Agency or Child Placing Agency can submit Adoption Reunion Registry applications on behalf of applicants.
 - a. The Agency will provide information and an opportunity for a Birth Parent to register for the Adoption Reunion Registry at the time of the termination of parental rights or during a relinquishment or a consent.
 - i. Make a note on the Birth Parent “checklist” if they are not interested in registering.
 - b. The Birth Parent completes the application at the Agency and signs in the presence of an Agency notary.
 - i. A separate application is needed for each child.
 - c. The Agency will provide the Adoptive Parents information for their adopted child to register for the Reunion Registry when they are 18 years of age or older.
 - i. Place an Adoptee Application and an Adoption Reunion Registry information sheet in the Adoptive Parent’s packets.
 - d. Within 30 days upon completion of the application(s), the Child Welfare Agency or Child Placing Agency needs to mail to: Adoption Reunion Registry, Division of Child and Family Services, 4126 Technology Way, 3rd Floor, Carson City, Nevada 89706 or Email to DCFSSReunionRegistry@dcfs.nv.gov.
 - e. Emailed applications are required to be in a PDF (portable document format). The Division reserves the right of refusal for any emailed forms that are not legible, printable, or in a PDF format.

Timeline:

Requirement	Deadline	Responsible Party	Actions to be Taken
Application signed and notarized	Mail or email to Adoption Reunion Registry within 30 days of completion	Biological / Natural Parent, Adoptive Parent, Adoptee and/or Child Placing Agency or Child Welfare Agency	Adoption Reunion Registry Coordinator will search databases for matches Applicants will keep contact information current with the Adoption Reunion Registry

Documentation: The revised Birth Parent Application has been designed to fit the requirements of either an open or closed adoption. The adoptive parent’s information is located at the bottom of the form. It can be added after the biological/natural parent has completed their portion and the form has been notarized. This maintains confidentiality of a closed adoption.

JURISDICTIONAL ACTION

Development of Internal Policies: Agencies which provide child welfare services and child placing agencies shall develop internal policies and procedures as necessary to implement the provisions of this policy.

STATE RESPONSIBILITIES

The State will provide technical assistance regarding program development and implementation to the child welfare agencies and child placing agencies.

POLICY CROSS REFERENCE

Policies: N/A

History and Updates: N/A

ATTACHMENTS

- FPO 0105A – Birth Parent Application
- FPO 0105B – Request for Change of Address or Other Registration Changes
- FPO 0105C – Request for Non-identifying Information
- FPO 0105D – 3rd Degree of Consanguinity Table