

REQUEST FOR COPIES OF A FINAL DECREE OF ADOPTION  
ENTERED LESS THAN SIX (6) YEARS AGO

\$6.50 PER COPY OF DECREE FOR  
CERTIFICATION AND COPYING  
NO FILING FEE  
MONEY ORDER (VIA MAIL)  
CASH OR MONEY ORDER (IN PERSON)

**PLEASE BRING OR MAIL COMPLETED FORM &  
ADDITIONAL COPY WITH PAYMENT TO:**

DC SUPERIOR COURT  
FAMILY COURT CENTRAL INTAKE CENTER  
500 INDIANA AVE NW  
JOHN MARSHALL LEVEL ROOM 520  
WASHINGTON, DC 20001

**FOR FURTHER INFORMATION PLEASE CALL  
202 879-1411 OR 202 879-4335**

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT - ADOPTIONS**

**REQUEST FOR A COPY OF THE FINAL DECREE OF ADOPTION\***

**THIS FORM MUST BE NOTARIZED**

**\* YOU MUST BE THE ADOPTEE OR AN ADOPTIVE PARENT TO USE THIS FORM. IF THE FINAL DECREE OF ADOPTION WAS ENTERED MORE THAN SIX (6) YEARS PRIOR TO THIS REQUEST DATE, YOU MUST FILE A PETITION TO BREAK THE SEAL OF ADOPTION**

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I, \_\_\_\_\_, am requesting copies of a Final Decree of Adoption.  
PRINT YOUR NAME

**1. I state that**

- I am the adoptee.**
- I am the adoptive parent.**
- Other. STOP, please complete the form to file a Petition to Break the Seal of Adoption**

**2. Today's date is** \_\_\_\_\_  
(MM/DD/YYYY)

**To the best of my knowledge, the date of the Final Decree of Adoption was:**

\_\_\_\_\_ and this date is less than 6 years from today's date.  
(MM/DD/YYYY)  
**(If the final decree of adoption was entered more than 6 years ago, please complete the form to file a Petition to Break the Seal of Adoption)**

**3. The name of the adoptee (if known) is**

\_\_\_\_\_  
BIRTH NAME OF ADOPTEE

\_\_\_\_\_  
ADOPTED NAME OF ADOPTEE

**4. The date of birth of the adoptee is**

\_\_\_\_\_  
(MM/DD/YYYY)

**5. The adoption case number (if known) is**

\_\_\_\_\_

**6. The names of the ADOPTIVE parents and their dates of birth (if known) are**

\_\_\_\_\_  
NAME OF ADOPTIVE PARENT ONE

\_\_\_\_\_  
ADOPTIVE PARENT ONE DATE OF BIRTH (MM/DD/YYYY)

\_\_\_\_\_  
NAME OF ADOPTIVE PARENT TWO

\_\_\_\_\_  
ADOPTIVE PARENT TWO DATE OF BIRTH (MM/DD/YYYY)

**7.  I am requesting \_\_\_\_\_ copies of the Final Decree of Adoption.**

**8.  I am submitting \$\_\_\_\_\_ in fees. (\$6.50 per copy for certification and copying. Payment by mail must be by money order)**

I, \_\_\_\_\_, solemnly swear or affirm under criminal penalties for the making of a false statements that I have read the Request For a Copy of the Final Decree of Adoption and that the factual statements made in it are true to the best of my knowledge, information, and belief.

\_\_\_\_\_  
SIGN YOUR NAME

\_\_\_\_\_  
DATE (MM/DD/YYYY)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, AND ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_, being first sworn under oath, and having provided photographic identification, states that the statements made in the Request For a Copy of the Final Decree of Adoption are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk/Notary Public

Subscribed and sworn to before me on \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public