

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7015

SUBJECT: ADOPTION SEARCHES

POLICY: Catholic Charities conducts adoption searches at the request of birth parent(s) or adult adoptees whose adoption was completed by the agency. These searches are conducted within the guidelines of Florida state law.

PROCEDURES:

- 1) At the time of an adoption placement, birth parents will be asked to complete a disclosure statement indicating their willingness to be contacted by the agency should their child request a reunion at some future date. The birth parents have the right to amend this statement at any time by notifying the agency in writing of the desired changes.
- 2) At the request of one of the involved parties, Catholic Charities will attempt to locate the birth parent(s) or an adult adoptee through information contained in the case files (address, telephone number).
- 3) No identifying information will be released without the mutual written consent of the parties involved.
- 4) Catholic Charities offers to all parties of the adoption triad, counseling on issues of reunion.
- 5) When the parties consent and desire, Catholic Charities will facilitate the reunion, exchanging correspondence between the parties, scheduling a face-to-face meeting.
- 6) If after the search, the agency cannot locate the involved party, Catholic Charities will refer the client to the Florida Adoption Registry or to any other legitimate resources known to the agency.
- 7) Catholic Charities staff will address any legal questions regarding searches to the attorney who acts as a consultant to the agency in such matters.

AUTHORIZED DATE: 03/20/01

REVISED DATE: 04/29/05