



Superior Court of California
County of San Francisco
UNIFIED FAMILY COURT

ADOPTION RESEARCH INSTRUCTIONS

Please fill out the enclosed form "Application and Order re: Release of Adoption Records" along with the following items:

1. A copy of your current photo identification (ID). The requesting party must be involved with the adoption case in order to request the information.
2. A blank check payable to San Francisco Superior Court of California. Please indicate on the check in the "memo" section: *Amount not to exceed \$65.00*. The research fee is \$15, if the research exceeds 10 minutes. The charge is \$0.50 per page of copied documents and the certification fee is \$40.00.
3. A self-addressed stamped envelope (SASE) with sufficient postage.
4. Indicate a case number, if known, or any information that may assist the court in the research.
5. Please be certain that the final adoption was completed and finalized in the Superior Court of California, County of San Francisco.

Please allow two to four weeks for processing.

Thank you.

Civic Center Courthouse 400 McAllister St. – 4th Floor San Francisco, CA 94102-4514
Juvenile Justice Center 375 Woodside Avenue – Room 101 San Francisco, CA 94127-1221

"The purpose of the San Francisco Superior Court is to Assure Equal Access, Fair Treatment, and the Just and Efficient Resolution of Disputes for All People Asserting Their Rights Under the Law."