

INTRODUCTORY LETTER AND PHOTOS

If you are searching for a birth family member, we encourage you to write an introductory letter and to include photos. Your letter and photos will make the initial contact with your birth family member more personal.

If the search is unsuccessful, your letter and photos will be placed in the file for your birth family member whenever he or she may come forward.

If a search is not possible in your case, please consider sending a letter and photos for the file. In the event that your birth family member does come forward, they will be given what you have left for them.

WHAT TO INCLUDE:

Include non-identifying information in the letter, such as family composition, occupation, education, skills, talents, interests, and family stories.

Address the most obvious questions: Why are you choosing to search now? What do you hope for from the relationship? Birth parents will also want to address the question: What were the circumstances surrounding your decision to relinquish the adoptee?

Send photos of yourself and of your family, both in the past and in the present. They are especially meaningful.

Label the letter and each photo with the adoptee's birth name and with the case number, if it is known.

Identify that you wish these items sent to the adoptee or to the birth family.

Check to be sure that you have not accidentally included identifying information, such as your name, your address, your telephone number, your email address, an unusual occupation, or the name of an organization that you are connected with.

WHERE TO SEND YOUR LETTER, PHOTOS, AND OTHER DOCUMENTS:

Post Adoption Services
Holt International Children's Services
PO Box 2880
Eugene, OR 97402

We do track correspondence to and from birth family members until identifying information is released and are able to tell you when your letter and photos were received in and sent from our office. We are, however, unable to confirm receipt by the recipient and cannot guarantee a response.