

**Who Gets Copies of What**  
For Adoption Court Clerks 2014  
Prepared by Dawn Coppock, Attorney

**Surrender**

Surrendering parent  
Party/agency surrendered to  
DCS Nashville

**Petition for Adoption**

Agency to receive order of reference  
DCS Nashville

**Order of Reference**

Agency(ies) referred to

**Guardianships Order**

DCS Nashville

**Final Order of Adoption**

DCS Nashville  
Agency(ies) involved  
Vital records in the state of the child's birth.

All copies are to be certified. Copies of all documents should be available to the parties counsel, as well.

**DCS Nashville Address:** (Updated 6/13/19)

Registration/Access to Adoption Records  
UBS Bldg. 9<sup>th</sup> Floor  
315 Deaderick Street  
Nashville, TN 37243

**TN Vital Records:**

Andrew Johnson Tower - 1<sup>st</sup> Floor  
710 James Robertson Parkway  
Nashville, Tennessee 37243