



Fathers Adoption Registry Search Request Form Instructions

When requesting a search of the Fathers' Adoption Registry, please use the appropriate [SEARCH REQUEST form](#) for your situation. The forms include: the Biological Mother Search Form, Step-Mother Search Request – County verified, or the Standard Search Request Form. Complete the form as thoroughly as possible. **All** of the information is necessary to comply with statutory and data privacy requirements. Read the form carefully to insure that all requirements are met, as several forms have been revised, including the return address for submitting the form to MDH. **New: the court file number associated with the search is also required if a petition has already been filed, and may be omitted if the petition has not been filed.**

Check the first box if you are requesting an optional search of the registry, which is any search that you request before the child is 30 days old, or for a child born prior to 1998. A required search must be completed after the 30th day following birth, or whenever the request arrives, whichever is the latter.

County **child protection staff** are eligible to search the MFAR in a juvenile protection matter under Minnesota Statutes, Section 260C, at any time, but in all cases a required search must be completed no sooner than 30 days following birth. **Attorneys** may request a search on behalf of a biological mother or prospective adoptive parent(s). In addition to completing the Search Form, the attorney must also complete and submit the Affidavit of Attorney form along with the Search Request form.

Minnesota Statute 259.52 allows the biological mother to request a search of the Registry at any time, provided that the information provided will be used for the sole purpose of notification of the putative father identified or as documentation that no putative father was identified, and must be notarized. The *Biological Mother Search* form must be used, unless an attorney is requesting the search.

In cases of a relative or step parent adoption, the county agency responsible for the report under Minnesota Statutes 259.53 must review and notarize the Standard Search Form, **or** may request that the prospective adoptive parent complete a *Step Mother Search Request* form, and pay the fee required to search the MFAR. If the search is being performed to assist in the establishment of a **child support obligation**, check the fourth box (searches by public authorities responsible for child support enforcement are exempt from the \$25.00 fee). Complete information regarding the child and biological mother (including aliases) is necessary to perform the search. **Sign and date the form. Mail, along with a stamped, self-addressed envelope to:**

Fathers' Adoption Registry
Office of the State Registrar
Minnesota Department of Health
P.O. Box 64499
St. Paul, Minnesota 55164-0499

A \$25 fee is required to search the MFAR and must be submitted along with the Search Request. Checks should be made payable to: Treasurer, State of Minnesota. You may duplicate the Search Request form or download the form from the MDH website at <http://www.health.state.mn.us/divs/chs/registry/top.htm>. If you have questions, comments or suggestions regarding this form or the registry, please call toll free to 1-888-345-1726.