

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



November 10, 1999

ALL-COUNTY INFORMATION NOTICE NO. I-85-99

TO: ALL COUNTY WELFARE DIRECTORS
ALL LICENSED PUBLIC AND PRIVATE
ADOPTION AGENCIES
ALL CDSS ADOPTIONS DISTRICT OFFICES

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: FACSIMILE TRANSMISSION OF CHILD-FREEING RELINQUISHMENT DOCUMENTS AND/OR COURT TERMINATION DOCUMENTS TO CDSS FOR FILING AND ISSUANCE OF AN ACKNOWLEDGMENT (AD 4333)

This letter is to notify you that, effective immediately, the California Department of Social Services (CDSS) will accept facsimile transmissions (faxes) in lieu of original child-freeing documents and accompanying documents (AD 90 and AD 551A) for filing and issuance of the Acknowledgment and Confirmation of Receipt of Relinquishment Documents (AD 4333). If faxes are submitted, it is unnecessary to forward the originals to CDSS. The originals must be retained in the agency's case file. After the faxes are processed, a copy of the completed AD 4333 will be sent to you at the fax number you specify, and an original will be mailed to you.

Sending child-freeing documents by facsimile transmission to CDSS is optional with the submitting agency. Agencies otherwise should continue to submit original documents by mail. However, faxes could save approximately four days mail time (two days to receive the documents at CDSS and two days for you to receive the completed AD 4333). Please note that the CDSS internal document processing timeframe will remain an average of eight working days.

If you choose to send child-freeing documents by facsimile transmission to CDSS, you may send the documents to (916) 323-9769 or (916) 322-8853. **Note: Due to the confidential nature of the child-freeing documents, please take precautions to enter the correct fax number prior to transmitting documents.** Each fax (relinquishment, statement of understanding, court order, AD90, AD551A, etc.) must include your certification stamp signed by the agency representative, which certifies that the document is a true and correct copy of the original contained in your file. If the document contains multiple pages (such as the Statement of Understanding, which comprises several pages), you may place your certification stamp on the first page only.

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If you are interested in sending child-freeing documents and accompanying documents by facsimile transmission to CDSS and receiving faxed AD4333 acknowledgment documents, please contact Don Mencarini at (916) 324-9338 or e-mail at dmencari@dss.ca.gov, and provide the fax number and the name of a contact person to whom the AD 4333 should be sent. Should you encounter any problems or have any questions regarding the sending of faxes to CDSS, please contact Don Mencarini. All other adoptions document-processing questions should continue to be directed to your CDSS adoptions consultant at the above telephone number.

Original Signed on 11/10/99
By Wesley A. Beers

WESLEY A. BEERS
Acting Deputy Director
Children & Family Services Division

c: CWDA