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PROTECTION AND PERMANENCY MEMORANDUM 24-22

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Assistant Director II
Division of Protection and Permanency

DATE: December 6, 2024

SUBJECT: SOP 13.30.1 and Non-ID Request Form

The purpose of this memorandum is to advise staff of the new [Non ID Request Form](#). This form can be found in [SOP 13.30.1 Requesting Non-identifying Information About Biological Relatives from Closed Adoption Records](#) as well as under [Resources](#) in the [SOP online manual](#).

If you have questions regarding this memorandum, please contact:

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