

## Application to join the Advance Notice register

This form is for adopted people, birth parents and adoptive parents who wish to lodge an advance notice.

Please see the checklist and information on the last page of this form which have been included to help you complete this application.

### Information about you, the applicant

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (specify)
Your current surname				
Your current first name/s				
Previous names				
Your date of birth	/	/	(DD/MM/YYYY)	
Home address (including postcode)				
Postal address (including postcode)				
Email address				
Mobile number				
Work phone number				
Home phone number				
Have you applied to AIU before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	
Your status	<input type="checkbox"/> Adopted person	<input type="checkbox"/> Birth parent	<input type="checkbox"/> Adoptive parent	
Are you	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander		
	<input type="checkbox"/> Not Indigenous	<input type="checkbox"/> Don't know		

## Information about the adoption

Only complete the information that you know

Date of birth of adopted person	/ / (DD/MM/YYYY)
Place of birth of adopted person (and hospital if known)	
Was the adopted person under the care of the minister or in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Birth mother's name at the time of the adopted person's birth	Surname(s): First name(s):
Other names used by birth mother i.e. maiden name, alias	Surname(s): First name(s):
Birth father's name at the time of the adopted person's birth	Surname(s): First name(s):
Adopted person's name before adoption	
Adopted person's name after adoption	
Adoptive parents' names	Surname(s): Mother's first name(s): Father's first name(s):
Adoptive parents' address at time of adoption	

## Details of Advance Notice request

The advance notice period is three months unless a lesser period is requested. In special circumstances the advance notice period may be extended for a further three months. A caseworker will speak with you at the time an application for adoption information is received about the length of time needed.

**Please tick the relevant boxes.**

<input type="checkbox"/>	<b>I am an adopted person</b>	
	I request advance notice in respect of the following people	<input type="checkbox"/> my birth mother <input type="checkbox"/> my birth father <input type="checkbox"/> any brothers or sisters who were adopted <input type="checkbox"/> any other person who may be entitled to, or approved to obtain my identifying information
	I request the following advance notice	<input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months

	<b>I am a birth parent</b>	
<input type="checkbox"/>	I request advance notice in respect of the following people	<input type="checkbox"/> my son who was adopted <input type="checkbox"/> my daughter who was adopted <input type="checkbox"/> any other person who may be entitled to, or approved to obtain my identifying information
	I request the following advance notice	<input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months
	<b>I am an adoptive parent</b>	
<input type="checkbox"/>	I request advance notice in respect of the following people	<input type="checkbox"/> birth parent(s) <input type="checkbox"/> any relative of my son/daughter <input type="checkbox"/> any brothers or sisters who were also adopted
	I request the following advance notice	<input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months

### Message

Please write your message here or attach a letter you authorise to be passed on should an application for adoption information be made.

## Declaration

I, the applicant,

- wish to register my name in the advance notice register.
- declare that to the best of my knowledge, the particulars shown are true and correct.
- acknowledge that it is an offence (under the *Adoption Act 2000*) punishable by 25 penalty units or twelve months imprisonment or both, to knowingly make any false statement in connection with this registration.
- understand that I will be notified by the Department of Communities and Justice (DCJ) at the address shown on this form or address subsequently advised by me, of any application to obtain identifying adoption information, made by any person with whom I have requested an advance notice.
- understand that it is my responsibility to keep the Adoption Information Unit (AIU) informed in writing of any changes to my contact details and that if I notify AIU of any changes, I must also provide copies of proof of identity documents. This is to ensure that AIU can contact me should the need arise.
- understand that I can remove this advance notice at any time by writing to the AIU at the address below.

Signed \_\_\_\_\_ Date    /    /    (DD/MM/YYYY)

## Checklist of documents to include with your application

Your application cannot be processed until all documentation is received

- Completed and signed application form.
- Two forms of identification at least one of which includes your signature. Examples of identity documents include; driver licence, Medicare card, passport, birth certificate, health care or pension card and student card.
- Evidence of change of name, if applicable. If you have changed your name please provide either; marriage certificate, change of name certificate or a statutory declaration explaining why you cannot provide documents showing your change of name and how you did this.
- You are encouraged to leave a message to help anyone applying for information to understand why you have placed an advance notice. If you want to leave a message to be passed on, please attach a message/letter to this application.

## How to submit your application

Applications may be submitted electronically or by post

Email: [Adoption.Information@dcj.nsw.gov.au](mailto:Adoption.Information@dcj.nsw.gov.au)

Post: Adoption Information Unit  
Department of Communities and Justice  
Locked Bag 5000  
PARRAMATTA NSW 2124

Website: [www.facs.nsw.gov.au/families/adoption/finding-info](http://www.facs.nsw.gov.au/families/adoption/finding-info)

Contact us if you need any help to complete your application

Phone: **02 9716 3005** or **1300 799 023** (local call within Australia from a land line)

## Information about this application form

### Information about you

If you are living overseas or interstate, please include your email address as this will assist us to contact you if we need further information.

### Information about the adoption

The Department of Communities and Justice (DCJ) can only locate records if the adoption took place in NSW. The adoption is considered to have taken place in the state in which the adoptive parents resided at the time. If the adoption occurred in another state or territory, you must apply to that state or territory for identifying information, even if the child was born in NSW.