

## Application for Notification to NSW Registry of Births Deaths & Marriages to Register an Intercountry Adoption

(for adoptions finalised in a country covered by the Hague Convention on Intercountry Adoption, or a prescribed overseas jurisdiction, where FACS authorised the Adoption)

November 2013

Adult adoptees (18 years and over) and the legal guardians of adoptees are able to apply for a NSW Birth Certificate for a child when his/her adoption was finalised in a country covered by the Hague Adoption Convention, or a prescribed overseas jurisdiction, and FACS authorised the adoption.

In order for a NSW Birth Certificate to be issued, the Intercountry Adoption must first be registered by NSW Registry of Births, Deaths & Marriages. To enable that registration to occur, FACS must receive an application from you requesting FACS to notify NSW Registry of Births, Deaths & Marriages of the Adoption.

**A: Your application to Community Services must be accompanied by the following certified copies of:**

1. The **Certificate of Conformity of Intercountry Adoption (Compliance Certificate)** issued by the Central Authority under Article 23 of the Hague Convention, or an adoption agreement from the prescribed overseas jurisdiction where the adoption was finalised,
2. The **Adoption Registration Certificate from the overseas country and the Notarial Certificate (Translation)**, if it is not in English,
3. The **letter of Confirmation from the Central Authority**,
4. The **adoptee's current Australian passport and the Overseas Country passport**,
5. The **child's Abandonment Certificate and the translation for Certificate not in English**,
6. **Your passport as applicant**,
7. **Other child/ren's Birth Certificate/s (from this relationship) if any**

**B: In the absence of above (No's 1-5) legal documents, please provide other relevant legal documents from the Central Authority or prescribed overseas jurisdiction where the adoption was finalised and Community Services will undertake a file review.**

**C: Completed Application form**

The Adoption Information Unit of FACS will review the application and your documentation. If all the material supplied is accurate and Community Services will forward a letter of endorsement with your supporting material to NSW Registry of Births, Deaths & Marriages. A copy of this FACS letter of endorsement will be sent to you for your records.

**FEES:** There is no fee for this application. However, once the adoption has been registered, the Registry of Births, Deaths & Marriages will charge for the issue of a Birth Certificate.

***Please note: Your application will not be processed until ALL required documentation is received and certified as explained above. We thank you for your co-operation.***

**Post the application to:** Adoption Information Unit  
Community Services Division  
Department of Family & Community Services  
Locked Bag 4028, ASHFIELD NSW 2131

**Street Address:** **4-6 Cavill Avenue, ASHFIELD NSW 2131**

Phone: 1300 799 023 (local call within Australia)

Website: [www.community.nsw.gov.au/adoption](http://www.community.nsw.gov.au/adoption)

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**SECTION 1 – YOUR DETAILS**

Your present last name	Title (Mr Mrs Ms):		
Your present first names			
Your date of birth	/ /		
Home address			
	Postcode		
Postal address			
	Postcode		
E-mail address			
Telephone number	Home:	Business:	Mob:
Are you:	<input type="checkbox"/> an Adoptee (over 18yo) <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Other (specify)_____		
	Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Not Indigenous <input type="checkbox"/> Don't Know <input type="checkbox"/>		

**SECTION 2 - ADOPTION DETAILS (Please enter all the information you know)**

<b>Child's name before Adoption</b>	Last name(s): First name(s):
Child's name after adoption	Last name(s): First name(s):
<b>Child's sex</b>	
<b>Date of Birth of Child</b>	/ /    Comments:
<b>Multiple birth</b>	Yes /No    If yes, please provide details:
<b>Place of Birth of Child</b>	Location/Hospital (if known): Suburb or Province: Country:
Birth mother's name at time of adoptee's birth	Last name(s): First name(s):
Other names used by birth mother (ie maiden name, alias)	Last name(s): First name(s):
Birth father's name at time of adoptee's birth	Last name(s): First name(s):

Adoptive father	Last name(s): First name(s): Date of birth: Place of birth: Occupation: If born overseas, year of arrival in Australia:
Adoptive mother	Last name(s): First name(s): Surname at her own birth: Date of birth: Place of birth: Occupation: If born overseas, year of arrival in Australia:
Date of marriage	
Place of marriage	
Adoptive parents' address at time of adoption	
Other children of this relationship	Name(s): Age: Date of birth: Sex:

**CERTIFICATION: (Please tick boxes)**

I, the person named in Section 1, certify that the particulars shown above are true and correct, to the best of my knowledge and belief, for the purpose of inclusion in the register of births and I have attached the **following certified copies** and the translation documents in English, if appropriate, of:

- The Conformity / Compliance Certificate OR the Adoption Agreement,
- My current passport for proof of my identification as an Applicant,
- The Adoption Registration Certificate/ the Notarial Certificate,
- The letter of Confirmation from the Central Authority,
- The Child's abandonment Certificate,
- The adopted child's current and previous passport for proof of his/her identification.
- Other child/ren's Birth Certificate/s (from this relationship) if any

If you have changed your name since the adoption, by marriage or by any other forms of name change, have you included a copy of all the documentation showing how you have come to use your current name? e.g. marriage certificate; deed poll certificate, Statutory Declaration explaining why you cannot produce documents showing your change of name and how your name changed, etc.

Signed \_\_\_\_\_ Date / /

