

## Application to inherit a deceased person's rights to adoption information

This two part form is for a relative or significant other people of an adopted person or birth parent who is deceased. Part one of this form is to apply to inherit a deceased person's rights to adoption information. Part two of this form is to obtain adoption information. Adoption information will only be provided once approval has been given. A caseworker may call you before approval is given.

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

**Fees associated with this application are detailed on the checklist.**

### Part One

#### 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	
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
Are you	<input type="checkbox"/> Adoptive parent <input type="checkbox"/> Spouse <input type="checkbox"/> Relative <input type="checkbox"/> Other _____
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	

## Information about your relationship with the deceased person

Please provide as much information as possible to the questions below. If there is not enough space for your response please attach a separate letter with your signature.

Name of deceased person	
Date of birth of deceased person	
What is your relationship to the deceased person? For example, parent, sibling, child, partner, close friend	
Are other family members of the deceased aware of your application? <input type="checkbox"/> Yes <input type="checkbox"/> No Yes – what do they think about you applying for information? No – please explain why not.	
What type of information are you hoping to receive?	

What are you planning to do with the information if you receive it?

Who are the people you think may be most affected if this adoption information is released to you?

How have you considered the age of the other person connected to the adoption and what impact the release of this information may have?

Are you planning to make contact with the other person? No Yes  
If yes, how?

How would you share news about the death of the deceased person?

Explain how you would manage a situation where the other party refuses contact with you.

Is there any other information you feel is relevant to your application?

## Part Two

Please complete the sections below. Information will be provided after approval.

### Section 1 - Adoption Information Certificate (AIC)

This certificate provides you with identifying details of the people connected with the adoption at the time the adoption order was made.

Would you like an AIC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Section 2 - Social and medical information

Do you wish to receive social and medical information that was recorded at the time of the adoption and that the department may hold on old files?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there specific information that you are looking for from the records? If so please explain		

### Section 3 – Reunion and Information Register (RIR)

Please indicate your wishes for how you want your name added to the RIR.	A reunion with a person	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Leave information only Please attach	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Receive information only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are hoping for a reunion, please list the people you are already in contact with. For example, if you are adopted list any birth relatives that you have already contacted.			
I understand it is my responsibility to contact the Adoption Information Unit to ensure my contact details are current at all times.			<input type="checkbox"/> Yes
I am aware that it is an offence to leave a message intended to intimidate, harass or threaten a person. <i>As per Adoption Regulation 2015 (clause 123)</i>			<input type="checkbox"/> Yes
I am aware my last known name and address may be passed on to another person if they are entitled to this information under the <i>Adoption Act 2000</i> .			<input type="checkbox"/> Yes

## Declaration

I, the applicant,

- wish to apply to inherit the rights of a deceased adopted person or a deceased birth parent and declare that to the best of my knowledge the particulars shown above are true and correct.
- understand that my application will be assessed in accordance with the requirements of the *Adoption Act 2000 (section 137)*.
- understand that if my application is not approved it may be possible for my name to be registered on the Reunion and Information Register (RIR).
- 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 application.
- 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.
- have attached the required identification documentation.

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. 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.
- Evidence of death such as a copy of the death certificate.
- Evidence of your relationship with the deceased person such as birth certificate or marriage certificate. If you are not related, other evidence will be required to establish your relationship. This can be discussed with a caseworker at AIU.
- If you want to leave a message on the RIR, please attach a message/letter to this application.
- Fees for part one only.** \$50 or \$35\* concession to be paid by cheque or money order payable to Department of Communities and Justice.

\*Concession rate applies to pensioners, Veteran Affairs, holders of the Health Care Card and people formerly under the care of the minister.

**Fees after approval:** AIU will contact you in relation to the fees required for part two of the application form if you have been approved to inherit the rights to the adoption information. If you receive a concession, you will not need to pay any further fees.

## How to submit your application

Applications are to be submitted by post only due to payment methods available.

Post: Adoption Information Unit  
Department Communities and Justice  
Locked Bag 4001  
ASHFIELD NSW 1800

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 you must apply to that state for identifying information, even if the child was born in NSW.

## Part two – Complete this section so information may be provided after approval

### Section 1: Adoption Information Certificate (AIC)

The AIC will be the first piece of documentation you receive and enables you to apply to other agencies for information. In order to obtain social and medical information you must have an AIC, Supply Authority or Original Birth Certificate (issued under the *Adoption Information Act 1990*).

### Section 2: Social and medical information

Those authorised to access adoption information can receive non-identifying background information. This information is not current but from the time the adoption took place. DCJ holds files for adoptions that were arranged through the department from the mid 1950s onwards and files for a number of adoption agencies that have now closed down. If the adoption was arranged through a private adoption agency, the AIU will give you the details of the agency so you can contact them directly for more information.

### Section 3: Reunion and Information Register (RIR)

Other people who have an interest in an adopted person or birth parent and are not entitled to apply for identifying adoption information, can apply to have their names placed on the RIR. These people include: putative birth fathers, siblings, grandparents, aunts, uncles and close friends.

The RIR is a passive means of making contact. The department does not search for the person you are looking for – the other person must indicate their willingness to make contact by also joining the RIR. If a match between two parties occur on the RIR, a reunion will be facilitated by the Adoption Information Unit. If you receive identifying adoption information, you can do your own searches and make contact whether or not you join the RIR.