



Application to obtain adoption information

This form is designed for an adopted person, birth parent, or any other person previously approved to apply for the following:

- Adoption Information Certificate
- social and medical information
- registration on the Reunion and Information Register

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

SECTION 1 – Information about you

Your present surname		Title (Mr Mrs Ms)
Your present first names		
Your middle name		
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		
Your status	<input type="checkbox"/> Adopted person <input type="checkbox"/> Birth parent <input type="checkbox"/> Other (specify)	
Are you	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Not Indigenous <input type="checkbox"/> Don't Know	

SECTION 2 – Information about the adoption

Only complete the information that you know.

Date of birth of adopted child	/ /	(DD/MM/YYYY)
Place of birth of adopted child (hospital if known)		
Was the child 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 time of child'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 time of child's birth	Surname(s): First name(s):
Child's name before adoption	
Child'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	

SECTION 3 – Social & medical information

Prescribed information under *Adoption Act 2000*

If you are not an adopted person, birth parent or have not been approved by the Secretary do not complete this section and proceed to section 4.

Do you wish to receive social and medical information that the Department may hold on old files?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 4 – Reunion and Information Register (RIR)

a) Complete this section if you wish to enter your name on the 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
	Leaving 'information' ONLY <input type="checkbox"/> Yes <input type="checkbox"/> No
(If you wish to leave information only, please include a letter with this application).	
If you are hoping for a reunion, please list the relevant people with whom you are already in contact . For example, if you are adopted list any birth relatives that you have already found.	
I understand it is my responsibility to contact the Adoption Information Unit to ensure my correspondence address is 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.	<input type="checkbox"/> Yes
I am aware that my last known name and address may be passed on to the party who is seeking to be reunited with me if they are entitled to this information under the Adoption Act.	<input type="checkbox"/> Yes

b) Additional information required if you are not a birth parent or an adopted person and are an interested party who wishes to enter their name on the RIR.

If there is not enough space for your response please attach a separate letter with your signature.

Please explain your interest in the person you wish to be reunited with.

Is the birth parent or the adopted person aware of your application? If so, what are their views?

What are your hopes / intentions in joining the RIR?

Declaration

I, the person named in Section 1, declare that the particulars above are true and correct to the best of my knowledge

Signed _____ Date / / (DD/MM/YYYY)

Checklist of documents to include with your application

Your application can't be processed until all documentation is received and certified.

- 1. Completed application form.
- 2. Two forms of *certified identification at least one of which includes your signature. Examples of identity documents include; photo driver's license, Medicare card, passport, birth certificate, health care or pension card and student card.
- 3. *Certified 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.
- 4. If you want to leave a message on the RIR, please attach a message / letter to this application.

*All identification must be certified as a 'true copy of the original document'. The following people can certify copies of your original documents: a justice of the peace, caseworker of an adoption agency, doctor, solicitor, chemist or police officer.

How to submit your application

Applications must be posted to FACS Adoption Information Unit. They can't be received electronically.

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

Contact us if you need any help to complete your application

Phone: 1300 799 023 (local call within Australia)
Website: www.community.nsw.gov.au/adoption

Instructions for each section of the application form

Section 1: 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.

Section 2: information about the adoption

The Department of Family and Community Services 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.

Section 3: social and medical information (prescribed information)

Adopted people can receive social and medical information, which is the information that was provided by the birth parent(s) at the time the adoption took place. Social and medical information is not current information, and many birth parents were young and not always aware of their family medical history. For current information adopted people need to locate their birth parent(s) or other birth family members.

Identifying details of a birth father cannot be released unless his name is on the adopted person's original birth certificate (pre adoptive birth certificate).

Birth parents will receive information about the child and their adoptive parents, and the information they provided at the time of the adoption.

FACS 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 advise you of this and refer you to the appropriate information source.

Section 4: Reunion and Information Register (RIR)

Adopted people over 18 years, birth parents and adoptive parents are eligible to have their names recorded on the RIR and / or to leave messages for other parties to the adoption.

Adopted children over the age of 12 years, and under the age of 18 years, may place their name on the register with their adoptive parents' consent.

Other people / interested parties who have an interest in an adopted person or birth parent and are not entitled under the Act to apply for identifying adoption information, can apply to have their names placed on the RIR. Interested parties include: unacknowledged 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 may be looking for** – the other person must indicate their willingness to make contact by also joining the RIR. If a match occurs in the RIR this will be facilitated by the Adoption Information Unit.

If you receive identifying adoption information you can search for and make contact yourself whether or not you join the RIR.