

Application to obtain adoption information

This form is for an adopted person, birth parent, or any other person who has a direct entitlement or are approved to apply for the following:

- Adoption Information Certificate (AIC); and/or
- Social and medical information (birth and adoption information); and/or
- Registration on the Reunion and Information Register (RIR)

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 (optional)	
Home phone number	
What is your preferred contact method?	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post
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"/> Other (specify)
Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> No <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 a state welfare agency or in out-of-home care at any time?	<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	

SECTION 1 - ADOPTION INFORMATION CERTIFICATE (AIC)

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

In order to access adoption information you will need a copy of an AIC, Supply Authority or Original Birth Certificate (issued under the <i>Adoption Information Act 1990</i>). Do you have a copy of one of the above documents? <i>If you select no you will be issued with an AIC.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 2 - SOCIAL AND MEDICAL INFORMATION (BIRTH AND ADOPTION INFORMATION)

The Adoption Information Unit holds the memorandum of adoption for adoptions in NSW since adoption legislation was enacted in 1923.

However, the quality and quantity of social and medical information available for adoptions that occurred prior to the 1950's is limited due to the record management practices at that time

Adoption information is provided under Chapter 8 of the <i>Adoption Act 2000 (NSW)</i> and <i>Adoption Regulation 2015 (NSW)</i> . Do you wish to receive birth and adoption information under the legislation - including 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
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For the adopted person only: If records relating to time in out of home care are located, do you also wish to apply for all of the personal information relating directly to you that you are legally entitled to under section 168 and 169 of the Children and Young Persons (Care and Protection) Act 1998.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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

<p>If you are hoping for a reunion, please list the people you have already contacted.</p> <p>For example, if you are adopted, list any birth relatives that you have already contacted.</p>	
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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 the 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, declare that the particulars above are true and correct to the best of my knowledge. I, the applicant, acknowledge that the information provided will be held securely by the Adoption Information Unit in an electronic form.

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.
- If you currently hold an Original Birth Certificate, Supply Authority or Adoption Information Certificate issued under the Adoption Information Act 1990, please include a copy.
- If you want to leave a message on the RIR, 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

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

Contact us if you need any help to complete your application form.

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 to assist us in contacting you if we require further information.

Information about the adoption

The Department of Communities and Justice (DCJ) hold the memorandum of adoption for adoptions that took place in NSW. If the adoption occurred in another state, you must apply to that state for adoption Information, even if the child was born in NSW.

Section 1: Adoption Information Certificate (AIC)

The AIC will be the first piece of documentation you receive and it enables you to apply to other agencies for more 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

Adopted people can receive social and medical information, which is information that was provided by the birth parent(s) at the time of the adoption. Social and medical information is not current information and there may be limited records of birth parent/s sharing information about their family medical history. The only way adopted people can access current information, would be through connecting with their birth parent(s) or other birth family members.

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

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 details of the agency so you can contact them directly to seek information.

Section 3: 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, or DCJ is satisfied special circumstances exist.

Other people who have an interest in an adopted person or birth parent can apply to have their name 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.