

Application to access adoption information for people with no direct entitlement

This two-part form is for people who are not directly entitled to adoption information for adoptions that took place before 2010. Part one of this form is to apply to be approved to receive identifying 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.

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 _____			

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 people involved in the adoption

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.

What is your relationship to the people involved in the adoption? For example, parent, sibling, child, partner, close friend
Are any of the people involved in the adoption aware of your application for information? <input type="checkbox"/> Yes <input type="checkbox"/> No Yes – who? What do they think about you applying for information? No – please explain why not.
What are your reasons for applying for adoption information?

Why do you consider it to be reasonable for you to gain the adoption information?
What are you planning to do with the information if you receive it?
Who are the people you think may be most affected if the 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?
Is there any other information you feel is relevant to your application?

Part Two

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

Section 1 – Adoption Information Certificate (AIC)

The 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Please attach		
	Receive information only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If you are hoping for a reunion, please list the people you are already in contact with.</p> <p>For example, if you are adopted list any birth relatives that you have already contacted.</p>			
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	
<p>I am aware that it is an offence to leave a message intended to intimidate, harass or threaten a person.</p> <p><i>As per Adoption Regulation 2015 (clause 123)</i></p>		<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

<p>I, the applicant,</p> <ul style="list-style-type: none"> • Request approval be given for me to access identifying adoption information where I don't have a direct entitlement. • 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). • declare that the particulars above are true and correct to the best of my knowledge. • acknowledge that it is an offence under the <i>Adoption Act 2000</i>, 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. <p>Signed _____ Date / / (DD/MM/YYYY)</p>

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; photo drivers 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 your relationship with one of the parties to adoption such as a 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 the Adoption Information Unit (AIU).
- ☐ If the party to the adoption such as a birth parent(s) supports your application, they will also need to provide a letter giving their permission for Department of Communities and Justice to release information to you. They also have to provide two forms of identification, at least one form of identification to include their signature.
- ☐ 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 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.

Information for people with no direct entitlement

Under the *Adoption Act 2000*, birth parents and adopted people are entitled to obtain identifying information about each other when the adopted person is over the age of 18 years. Adopted people can also obtain identifying information about any brothers or sisters who are over the age of 18 years and are also adopted.

For those not entitled to adoption information the *Adoption Act 2000* (section 140) allows for approval to be given to access identifying adoption information if it can be deemed reasonable to do so.

People who are not entitled but who may be approved to receive adoption information are:

- people who were previously under the care of the Minister of NSW, care leavers or other people who were separated from a sibling who was adopted and no longer has a relationship with a birth parent who has an entitlement under the *Adoption Act 2000*.
- a biological sibling or birth relative of an adopted person who has the written consent of a birth parent who has an entitlement under the *Adoption Act 2000*.
- other people if they can demonstrate that it would be reasonable for them to be provided with adoption information.

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, 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.