



## Application to obtain adoption information and an Integrated Birth Certificate – under 18 years old

This form is for an adopted person who is under 18. If approved you will receive the following:

- Adoption Information Certificate (AIC) issued by Adoption Information Unit (AIU)
- Integrated Birth Certificate (IBC) issued by NSW Registry of Births Deaths and Marriages (BDM)

Part one of this form is to apply to the Adoption Information Unit, Department of Communities and Justice (DCJ) for an AIC. Part two of this form is to apply to BDM for an IBC which will be processed and issued by BDM.

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 – 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. The AIC will enable you to access an IBC. To be approved to access an AIC you need to have the consent of your adoptive parents and birth parents. If you are not in contact with your birth parents, or adoptive parents the AIU can attempt to contact them on your behalf. A caseworker will be in contact with you about the process.

### 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?	<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	
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### Information about you, the adopted person

Title	<input type="checkbox"/> Miss <input type="checkbox"/> Master <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	
Home phone number	
Are you of Aboriginal and/or Torres Strait Islander descent	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander

### Information about the person/s consenting to this application

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	
Home phone number	
Your status	<input type="checkbox"/> Adoptive parent <input type="checkbox"/> Birth parent

Are you of Aboriginal and/or Torres Strait Islander descent	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander
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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				
Home phone number				
Your status	<input type="checkbox"/> Adoptive parent	<input type="checkbox"/> Birth parent		
Are you	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander		

## Part two – Integrated Birth Certificate (IBC)

**Please note specific identification requirements for BDM can be found in the checklist. The IBC will be issued directly by BDM following the approval and release of the AIC.** The NSW Registry of Births Deaths & Marriages (BDM) can provide you with an integrated birth certificate (IBC). This gives adopted people a certificate with both their birth and adopted families shown as per the *Adoption Act 2000* and the *BDM Registration Act 1995*.

The post-adoptive birth certificate and the IBC are official identity documents. An adopted person can choose to use either certificate as their primary identity document.

**Would you like to apply for an IBC?**  Yes  No

- A fee may apply. BDM will contact you if payment is required.

**If you require an IBC please give your reason** *(e.g. identification, employment, etc)*

**Do you require more than one IBC?**  No  Yes \_\_\_ (enter quantity, fees may apply)

## Applying for an integrated birth certificate (IBC) through the Registry of Births Deaths and Marriages (BDM)

The IBC is for a birth that occurred in or was registered in NSW. If you are the person named on the certificate, or a parent of this person, the certificate can be issued to you.

### Privacy, disclosure and false representation

In completing this form, you consent to BDM releasing the details you provide to agencies who may be able to validate the information.

To protect your privacy, BDM requires proof of your identity. BDM collects information, in line with the [BDM Registration Act 1995](#) and the [Privacy and Personal Information Protection Act 1998](#), to determine your eligibility to obtain a certificate and to prevent fraud.

Information may be used for statistical purposes and by law enforcement agencies, and other uses by law. For more information read [Your right to privacy \(PDF\)](#).

If you knowingly provide false information in your application, you may be guilty of an offence under section 57 of the *Births, Deaths and Marriages Registration Act 1995*. A person who makes a representation in an application, notice or document under this Act, knowing the representation to be false or misleading is guilty of an offence.

You are required to sign the declaration on this form.

### Declaration and consent

I, the adopted person, declare that the particulars above are true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date / / (DD/MM/YYYY)

I/we, the adoptive parent/s, declare that the particulars above are true and correct to the best of my/our knowledge. We consent as per section 134 (3) (a) of the *Adoption Act 2000*

Signed \_\_\_\_\_ Date / / (DD/MM/YYYY)

Signed \_\_\_\_\_ Date / / (DD/MM/YYYY)

I/we, the birth parent/s, declare that the particulars above are true and correct to the best of my/our knowledge. We consent as per section 134 (3) (a) of the *Adoption Act 2000*

Signed \_\_\_\_\_ Date / / (DD/MM/YYYY)

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. If you are also applying for an IBC you will require three forms of identification, see additional identification requirement below.
- 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.

### Identification requirement for an IBC

Please provide at least three types of ID, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three types of ID. At least two of these must be from category 3. All documents except foreign passports must be current.

<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Australian birth certificate</li> <li>• Citizenship certificate</li> <li>• New Zealand citizenship certificate</li> <li>• New Zealand birth certificate</li> </ul>	<p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Australian driver licence</li> <li>• Australian passport</li> <li>• Australian firearm licence</li> <li>• Foreign passport</li> <li>• Photo Card issued by a government agency</li> <li>• Visa</li> </ul>	<p><b>Category 3</b></p> <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Centrelink card</li> <li>• Department of Veteran's Affairs card</li> <li>• Security guard or crowd control licence</li> <li>• Tertiary Education ID card</li> </ul>
<p><b>Category 4</b></p> <p>Recent utility account with current residential address (issued within last three months).</p>		

## **How to submit your application**

Applications may be submitted electronically or by post.

Email: [Adoption.Information@facs.nsw.gov.au](mailto:Adoption.Information@facs.nsw.gov.au)

Post: Adoption Information Unit  
Department of 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 form.

Phone: **02 9716 3005** or **1300 799 023** (local call within Australia from a land line)

## **Information about this application form**

### **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.

### **Adoption Information Certificate (AIC)**

The AIC provides you with identifying information in the form of a copy of the memorandum of adoption order. The *Adoption Act 2000* section 134 outlines the entitlements of an adopted person to access identifying information. While an adopted person is automatically entitled to access information once they turn 18, there are provisions to seek the consent of all those connected to the adoption to enable access early, as per section 134 (3) (a). If you are unable to include the consent of all those connected to the adoption in your application the AIU will be in touch to discuss possible options.

If approved you will be provided with the AIC and AIU will forward your application to BDM to process and issue you with an IBC.

### **Integrated birth certificate (IBC)**

Adopted people may apply for an IBC by completing this form; attaching ID; and providing a copy of their Post-Adoptive Birth Certificate. BDM will contact you if payment is required.