

## Application to obtain adoption information and an Integrated Birth Certificate

This two part form is for an adopted person and birth parent who has a direct entitlement to apply for the following:

- Adoption Information Certificate (AIC)
- social and medical information
- registration on the Reunion and Information Register (RIR)
- 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 for an AIC, social and medical information and to join the RIR.

Part two of this form is to apply to BDM for an IBC which will be processed and issued by the Registry.

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	
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	
Have you applied to the Adoption Information Unit 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 _____
Are you of Aboriginal and/or Torres Strait Islander descent	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander

### 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	

### 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

Do you need a replacement AIC? If you currently hold an AIC, Supply Authority, or Original Birth Certificate (issued under the <i>Adoption Information Act 1990</i> ) please tick no and provide a copy	<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	

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

Please indicate your wishes for how you want your name added to the RIR.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">A reunion with a person</td> <td style="padding: 2px;"><input type="checkbox"/>Yes</td> <td style="padding: 2px;"><input type="checkbox"/>No</td> </tr> <tr> <td style="padding: 2px;">Leave information only</td> <td style="padding: 2px;"><input type="checkbox"/>Yes</td> <td style="padding: 2px;"><input type="checkbox"/>No</td> </tr> <tr> <td style="padding: 2px;">Please attach</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Receive information only</td> <td style="padding: 2px;"><input type="checkbox"/>Yes</td> <td style="padding: 2px;"><input type="checkbox"/>No</td> </tr> </table>	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
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											
If you are hoping for a reunion, please list the people you have already contacted. 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 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												

## Part two

### Section 4 – 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 release of the AIC.

The NSW Registry of Births Deaths & Marriages ( <b>BDM</b> ) can provide you with an integrated birth certificate ( <b>IBC</b> ). This gives adopted people a certificate with both their birth and adopted families shown as per the <i>Adoption Act 2000</i> and the <i>BDM Registration Act 1995</i> . 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.	
<b>Would you like to apply for an IBC?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A fee may apply. BDM will contact you if payment is required.	
<b>If you require an IBC please give your reason</b>	(e.g. <i>identification, employment, etc</i> )
<b>Do you require more than one IBC?</b>	<input type="checkbox"/> No <input type="checkbox"/> 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

I, the applicant, 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 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.
- 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.

### 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.

Category 1	Category 2	Category 3
<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>	<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>	<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> 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 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.

### 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 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 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.

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 by DCJ 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 for more 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 the consent of the Secretary of DCJ.

The RIR is a passive means of making contact. DCJ 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.

### Section 4: 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. Birth parents may also apply for an IBC by providing the relevant ID required by BDM. BDM will contact you directly if payment is required.