

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.

**Fees associated with this application are detailed on the checklist.**

Part One

Information about you, the applicant

|  |  |
| --- | --- |
| Title | 🞎 Mr 🞎 Mrs 🞎 Ms 🞎 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? | 🞎 Yes 🞎 No 🞎 Don’t know |
| Are you | 🞎 Adoptive parent 🞎 Spouse 🞎 Relative  🞎 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? | 🞎 Yes 🞎 No 🞎 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?  🞎 Yes 🞎 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? | 🞎 Yes 🞎 No |

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? | 🞎 Yes 🞎 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 🞎Yes 🞎No  Leave information only 🞎Yes 🞎No  Please attach  Receive information only 🞎Yes 🞎No | |
| If you are hoping for a reunion, please list the people you are already in contact with.  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. | | 🞎Yes |
| I am aware that it is an offence to leave a message intended to intimidate, harass or threaten a person.  As per *Adoption Regulation 2015 (clause 123)* | | 🞎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 *Adoption Act* 2000. | | 🞎Yes |

**Declaration**

|  |
| --- |
| I, the applicant,   * 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 *Adoption Act 2000*, 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.     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; 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.
* **Fees for part one only** $35 to be paid by cheque or money order payable to Department of Communities and Justice.

**Fees after approval:** AIU will contact you in relation to the fees required for part two of the application form. If you receive a concession\*, you will not need to pay any further fees.

\*Concession rate applies to pensioners, Veteran Affairs, holders of the Health Care Card and people formerly under the care of the minister. You will need to provide a copy of a valid concession card.

**How to submit your application**

Applications are to be submitted by post only due to payment methods available.

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

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 mid1950s 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.