



NSW Department of
Community Services

HOW TO APPLY FOR ADOPTION INFORMATION

Adult adopted people (18 years and over) and the birth parents of adult adopted people are able to apply for identifying details and information about each other from a range of information sources under the provisions of the NSW Adoption Act 2000 and NSW Adoption Regulation 2003.

To access any information you will **first** need to obtain a **SUPPLY AUTHORITY** from the Department of Community Services' (DoCS) Adoption Information Unit. This document contains identifying details of all the parties at the time of the adoption: the adopted person, the birth parents and adoptive parents. The Supply Authority then allows you to obtain further information, e.g. social and medical history, from adoption records. Places where further information may be held, in addition to the Adoption Information Unit, include non-government adoption agencies, the Registry of Births, Deaths and Marriages, the hospital where the adopted person was born, and the Supreme Court. These agencies may charge fees.

If you have already obtained an Original or Amended Birth Certificate under the Adoption Information Act 1990, you do not need to apply for a Supply Authority. You can use your birth certificates to obtain further information from DoCS and other sources.

THE ATTACHED APPLICATION FORM HAS 4 SECTIONS:

SECTION 1

Please complete your details. If you are living overseas or interstate please include your e-mail address as this will assist us to contact you if we need further information.

SECTION 2

The adoption details are required so that we can locate a record of the adoption if it occurred in NSW. If the adoption occurred in another state, you must apply to that state for identifying information even if the child was born in NSW. The adoption is considered to have taken place in the state in which the adoptive parents resided at the time. Most people will only know either the pre adoptive or post adoptive information in this section.

SECTION 3

The Adoption Information Unit holds files for adoptions that were arranged through DoCS from the mid 1950s onwards, and files for a number of closed adoption agencies.

- Adopted people will receive 'social and medical information' which is the information that was provided by the birth parent(s) at the time the adoption took place. It is not current information. Many birth parents were young and were not always aware of their family medical history. For current medical information, adopted people need to locate their birth parent(s) or other birth family members. Identifying details of a birth father cannot be released unless his name is on the adopted person's Original Birth Certificate.
- Birth parents will receive information about the child and their adoptive parents, and the information they provided at the time of the adoption.

SECTION 4

The Reunion and Information Register has been operating since 1976 and currently has approximately 30,000 people registered. Adopted people over 18 years, birth parents and adoptive parents are eligible to have their names recorded on the Register 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.

Other people who have an interest in an adopted person or birth parent and are not entitled under the Act to apply for identifying adoption information can apply to have their names placed on the Register. These people often include siblings, grandparents and aunts and uncles. Please contact the Adoption Information Unit to find out how to register your name.

The Reunion and Information Register is a passive means of making contact. **The Department does not search for the person you may be looking for** - the other person must indicate their willingness to make contact by also joining the Register. If a 'match' occurs you will be contacted by a Caseworker and assisted to get in touch with the other person who is on the Register and seeking contact with you if this is your wish.

If you receive identifying adoption information you can search for and make contact yourself whether or not you join the register. When we provide identifying information we will also provide an 'Adoption Search Guide'. This booklet provides information about how to search for other family members and the issues to consider when organising a reunion.

FEES

- AUS\$135 Search fee which includes the issue of a Supply Authority, an Adoption Search Guide, Social and Medical information held on the adoption file and registration on the Reunion and Information Register.
- AUS\$60 Reduced fee for people in receipt of a Veterans Affairs (VA) TPI pension. A certified photocopy of both sides of your VA card must accompany your application.
- AUS\$35 Search Fee for former wards of the State or for people in receipt of a Commonwealth benefit or a current Health Care Card. A certified photocopy of both sides of your Health Care Card must accompany your application.

DOCUMENTS THAT MUST BE INCLUDED WITH YOUR APPLICATION

- The **attached application form** filled in with as many details as you can provide.
- The appropriate **fee by cheque/money order made payable to The Department of Community Services**. (Eftpos and credit card facilities are not available).
- **Two forms of certified identification, at least one form of identification to include the applicant's signature**. For example, a photo driver's licence, medicare card, passport, birth certificate etc. Evidence of change of name by marriage, or other forms of name change, must be provided. All identification including evidence of change of name and photocopy of both sides of a Health Care Card, if applicable, must be certified as "a true copy of the original document" by a Justice of the Peace, Adoption Agency caseworker, or a person of repute within the community, e.g. doctor, solicitor, chemist, police officer.

Please note: Your application will not be processed until ALL required documentation is received and certified as explained above. We thank you for your co-operation.

Post the application to: Adoption Information Unit
Department of Community Services
Locked Bag 4028
ASHFIELD NSW 2131

Street Address: 4-6 Cavill Avenue
ASHFIELD NSW 2131

Phone: 1300 799 023 (local call within Australia)
Website: www.community.nsw.gov.au/adoption

NSW Department of Community Services
APPLICATION FOR AN AUTHORITY TO OBTAIN ADOPTION INFORMATION
 (Adoption Act 2000)

The covering fact sheet provides information about each of the following sections. Please read it carefully before completing this form.

SECTION 1 – YOUR DETAILS

Your present surname	Title (Mr Mrs Ms):		
Your present first names			
Your date of birth	/ /		
Home address			
	Postcode		
Postal address			
	Postcode		
E-mail address			
Telephone number	Business:	Home:	Mob:
Your status	<input type="checkbox"/> Adopted person <input type="checkbox"/> Birth parent <input type="checkbox"/> Other (specify) _____		
Are you:	Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>	Not Indigenous <input type="checkbox"/> Don't Know <input type="checkbox"/>

SECTION 2 - ADOPTION DETAILS (Please enter all the information you know)

Date of Birth of Adopted Child	/ /	Place of Birth (hospital if known)
Was child ever a State Ward?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
Birth mother's name at time of child's birth	Surname(s): First name(s):	
Other names used by birth mother (ie maiden name, alias)	Surname(s): First name(s):	
Birth father's name at time of child's birth	Surname(s): First name(s):	
Child's name before adoption		
Child'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		

APPLICATION FOR ADOPTION INFORMATION CHECK LIST

(To enable the prompt processing of your application please tick box after you have enclosed each item)

1. Have you included **two forms of identification**, e.g. photo drivers license, Medicare card, birth certificate or passport, **at least one form of identification that includes your signature** ?
2. Are the **two forms of identification certified**? e.g. marked with the wording "This is a true copy of the original document" and signed by a JP or doctor, solicitor, chemist, etc.
3. If you have **changed your name** by marriage or by any other forms of name change, have you included a copy of **all the documentation showing how you have come to use your current name**? e.g. marriage certificate; change of name or deed poll certificate, Statutory Declaration explaining why you cannot produce documents showing your change of name and how your name changed, etc.
4. Do you have a **Pension card or Health Care card**? If so please enclose a **certified copy of both sides of the card**.
5. Do you have a **Veterans Affairs TPI pension**? If so please enclose a **certified copy of both sides of the card**.
6. A cheque or money order (Eftpos and credit card facilities are not available) made payable to the Department of Community Services for:
- a) \$135, or
- b) \$35 with a certified photocopy of your Pension card or Health Care card of both sides.
- c) \$60 with a certified photocopy of your Veteran Affairs TPI pension card of both sides.