Adoption Information Services

Application form for adoption information

# About this form

An eligible person can use this form to apply for information about an adopted person under Part VI of the *Adoption Act 1984* (Vic). It may also be used to register details on the Adoption Information Register, a database of people registered to obtain information about an adoption.

Adoption Information Services (AIS) can identify people who are related and/or who have enquired about the same person. If there is a connection on the Register, AIS will contact you to discuss this.

# PART ONE: Applicant’s details

## Your details

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Middle name/s |  |
| Date of birth |  |
| Gender |  |
| Postal address |  |
| State |  |
| Postcode |  |

## Your privacy

Your privacy is important to us. When we contact you by post, you can ask us to use a plain envelope. This means that anyone else who sees the envelope won’t know it has come from Adoption Services.

Would you like us to use a plain envelope when we contact you?

Yes

No

## Other details about you

Do you identify as one of the following? (optional)\*

An Aboriginal person

A Torres Strait Islander person

Both an Aboriginal and Torres Strait Islander person

Don’t know/ none of the above

Do you have any accessibility requirements (for example, you use a Relay Service)?

Yes

No

If ‘**yes**’, please describe briefly below:

|  |
| --- |
|  |

## Previous applications

If you have previously made an application to Adoption Information Services, please provide details below.

|  |
| --- |
|  |

## Other contact details

Please provide at least one method of contacting you.

|  |  |
| --- | --- |
| Home phone |  |
| Work phone |  |
| Mobile phone |  |
| Email address |  |

What is your preferred contact method?

Home phone

Work phone

Mobile phone

Email

Post

If your contact details change at any time after you submit your application, please notify us at [adoptionrecords@justice.vic.gov.au](mailto:adoptionrecords@justice.vic.gov.au) or on 1800 130 225 (toll free).

# PART TWO: Adoption details

Please complete details known to you about the adoption.

|  |  |
| --- | --- |
| Name prior to the adoption (name at birth) |  |
| Date of birth of adopted person |  |
| Place of birth of adopted person |  |
| Natural mother’s name at time of birth |  |
| Natural father’s name |  |
| Adoptive name |  |
| Adoptive mother’s name |  |
| Adoptive father’s name |  |
| Agency involved in the adoption |  |

If the birth occurred overseas, was it arranged through an intercountry adoption agency or program?

Yes

No

Not sure.

According to the *Victorian Adoption Act 1984*, I am (tick which is applicable):

An **adopted person**

A **natural parent**

An **adult child of an adopted person** (Please see **PART FIVE: Additional documents we require from you**, as you need to provide additional information)

A **natural relative of an adopted person**

If you are a **natural relative of an adopted person**, on which side are you related? (please tick one)

Maternal side (mother)

Paternal side (father)

How are you related? (please tick one)

Grandparent

Sibling

Aunt

Uncle

# PART THREE: Type of application

## Adoption information from a record

Are you seeking information from the Court Record?

Yes

No

Are you seeking information from the record created by the adoption agency?

Yes

No

Are you seeking information from another record?

Yes

No

If **yes**, you are seeking information from another record, please provide details below.

|  |
| --- |
|  |

## Information from the Register held by Births, Deaths and Marriages

Are you an adopted person seeking your original birth certificate?

Yes

No

Are you seeking information from the Register held by Births Deaths and Marriages Victoria for the purpose of searching for relatives separated by adoption?

Yes

No

If **yes**, please provide details below.

|  |
| --- |
|  |

## Information from the Adoption Information Register

Would you like us to add details of yourself or any other people affected by the adoption?

Yes

No

Would you like us to check information on the Register?

Yes

No

## Support to contact relatives separated by adoption

If you are seeking support to contact relatives separated by adoption, please provide details below.

|  |
| --- |
|  |

## Support to contact an overseas adoption agency or central authority

If the birth occurred overseas and you are seeking support to contact the overseas adoption agency or central authority, please provide details below..

|  |
| --- |
|  |

# PART FOUR: Further information

## Adoption information from a record

Please provide any additional information you feel may be relevant to assist with your request. If there is insufficient space, please attach additional documentation to support your application.

|  |
| --- |
|  |

# PART FIVE: Additional documents we require from you

## Checklist

Please provide the documentation listed below – otherwise, we will be unable to proceed with your application. If there is anything missing or your application is incomplete, we will let you know.

|  |  |  |
| --- | --- | --- |
| 1 | I have completed PART ONE and provided my current contact details. |  |
| 2 | I have completed PARTS TWO, THREE and FOUR, providing information known to me about the adoption and the information I am seeking. |  |
| 3 | I have signed and dated this application form in PART SIX. |  |
| 4 | I have provided a copy of current identification showing my signature (for example, a copy of a driver’s licence or both sides of a health care card). |  |
| 5 | I have provided proof of my relationship to the adopted person (for natural relatives and an adult child of an adopted person). |  |
| 6 | If I am an adult child of an adopted person, I have provided the current name and address of the adopted person or proof of their death. |  |

# PART SIX: Privacy and declaration

Privacy Collection Notice

The Adoption Act requires applications for adoption information to treated with strict confidentiality, and staff will discuss these requirements with you.

Any personal information you provide to the department in this form will be treated in accordance with the principles set out in the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001*, and the *Public Records Act 1973*. You may request access to the information the department holds about you in relation to this form, and you may request its correction if necessary. You are not obliged to provide any of the personal information requested on this form.

Please email us at [adoptionrecords@justice.vic.gov.au](mailto:adoptionrecords@justice.vic.gov.au) if you:

• have any questions about how your information is handled

• would like a copy of our privacy policy

• would like to access the information we hold about you as part of this application process.

## Declaration

**I certify that I have read and understood the statement below:**

I understand that this application and information I provide will be considered public records, and will be retained securely in accordance with the *Public Records Act 1973*. I acknowledge that I have read the collection notice above and understand there may be limited circumstances where the department needs to share my information.

By signing this form, I agree to Adoption Information Services communicating with other relevant organisations on my behalf to seek or release any information relating to my enquiry.

|  |  |
| --- | --- |
| Your signature |  |
| Today’s date (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| Agent’s signature |  |
| Today’s date (dd/mm/yyyy) |  |

[Note - must be accompanied by a completed, signed AIS agent agreement]

# PART SEVEN: Submitting your application

## How to return your form

Print, fill in and sign this form and return it with copies of any required documents to postal address:

Department of Justice and Community Safety  
Adoption Information Services  
PO Box 588  
Collins Street West  
Melbourne Victoria 8007

Or fill in, print, sign and scan this form and **return it with scanned copies of any required documents** by email to: [adoptionrecords@justice.vic.gov.au](mailto:adoptionrecords@justice.vic.gov.au)

## Further information

You can contact us at our office:

Adoption Information Services

Level 20, 570 Bourke Street

Melbourne Victoria 3000

Email: [adoptionrecords@justice.vic.gov.au](mailto:adoptionrecords@justice.vic.gov.au)

Telephone: 1800 130 225 (toll free)

Website: [justice.vic.gov.au/your-rights/adoption/past-adoptions](http://www.justice.vic.gov.au/your-rights/adoption/past-adoptions)

## Accessibility

To receive this publication in an accessible format, please either:

* phone 1800 130 225 (toll free), using the National Relay Service 13 36 77 if required, or
* email [adoptionrecords@justice.vic.gov.au](mailto:adoptionrecords@justice.vic.gov.au)