



Application for adoption information: Birth parent

Adoption Act 2009 (sections 254 and 265)
Adoption Regulation 2020

The purpose of the application for adoption information: Birth parent form

This form is for use by a birth parent to make an application for adoption information about his or her adult son or daughter who was adopted in Queensland.

As a birth parent you may be provided with adoption information about your son or daughter including:

- His or her name after the adoption
- The names of his or her adoptive parent/s at the time of the adoption
- Copies of certain documents, including a copy of the adoption order and consent to adoption form

If your son or daughter has provided written consent, you may also be provided with his or her current name and contact details as provided to Adoption Services.

If your son or daughter who was adopted has a contact statement in place requesting no contact, an Adoption Officer will make contact with you on the phone number you provide in this form. You will be notified of the contents of the contact statement and any explanation (if provided) before receiving the adoption information.

You may also be provided with further information and offered support to assist you to understand the typical reasons an adopted person may not wish to be contacted or in relation to any other relevant issues.

Proof of identity

You are required to provide the original or a certified copy of two documents to prove your identity, for example: a drivers licence, passport, birth certificate, pension card, credit card, Medicare card or student card. The full list of identification documents that may be accepted is available on page five of this form.

Both documents must be in your current name and, between them, contain your date of birth and signature.

If your name has changed since the time of the adoption, please provide evidence of this in addition to the two forms of identification as mentioned above; such as a marriage certificate or deed poll certificate.

Please do not sign this form until you are in the presence of an appropriate witness.

An appropriate person must witness your signature. The witness cannot be a relative. An appropriate witness includes:

- An officer of the Department of Child Safety, Youth and Women
- A lawyer or notary public
- A Justice of the Peace or Commissioner for Declarations
- A Police Officer
- A medical practitioner

Information to assist you to locate a Justice of the Peace is available at: <http://www.justice.qld.gov.au>

Further information about applying for adoption information is available on the Queensland Government website <http://www.qld.gov.au/community/caring-child/how-request-adoption-information/>

**Tick all boxes where required and print clearly using BLOCK LETTERS.
You may attach additional pages if you wish to provide further information.**

Please return completed form to:

by mail to:

Adoption Services
Department Child Safety, Youth
and Women
Locked Bag 3405
Brisbane QLD 4001

**Assistance in completing this
form is available from:**

Adoption Services
Telephone: **3097 5100** or
1800 647 983 (free call within
Queensland)

Post Adoption Support Queensland
Telephone: **1300 914 819**



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Part A – Applicant – Birth parent

Preferred title (for example, Mr, Mrs, Ms, Dr)			
Current Surname			
Current given name/s			
Previous names (Please attach evidence such as a copy of a marriage certificate)			
Date of birth		Gender	
Residential address	Number and street address: State/Territory:.....Postcode:.....		
Postal address	<input type="checkbox"/> As above Number and street address / PO Box:Suburb: State/Territory:.....Postcode:.....		
Telephone numbers (please mark with an * which is your preferred contact number)	Home: Mobile: Work:		
Email Address (if applicable)			
Are you of Aboriginal or Torres Strait Islander descent?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No <input type="checkbox"/> Unknown		

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Part B - Details of adopted person about whom you are seeking information

If you are seeking information about more than two people who were adopted, please attach another sheet of paper providing details of that person and attach it to this application.

	Adopted person (one)	Adopted person (two)
Name prior to adoption		
Date of birth		
Place of birth		
Gender		
ACR number (if known)		

Details of the other birth parent (if known)

Name at time of adoption	
Current name (if known)	
Any other details (e.g. age at time of adoption; nationality; place of residence etc)	

Part C – Release of information

Complete this section to indicate whether you agree to your current name and details being given to a person who applies for information about you.

Although you are completing this form to apply for adoption information about your son or daughter, you may wish to take this opportunity to provide consent to your current name and address being given to him or her if he or she applies to Adoption Services for information about you.

If your son or daughter (or other eligible person) makes an application for information about you, they will be provided with your name (as it was at the time of the adoption) and your date of birth. With your consent, your son or daughter (or other eligible person) can also be provided with your current name and contact details (as provided on this form).

An eligible person is a person who has authority to act on behalf of your son or daughter.

Consent to the release of my current name and address – please tick to indicate:

- Yes – I consent to my current name and *postal address and/or *residential address and/or *email address and/or *telephone number (*please circle one or all) being given to my son or daughter (or other eligible person) if he or she applies for information about me

OR

- No – I do not consent to my current name or contact details being given to my son or daughter (or other eligible person) if he or she applies for information about me

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Part C - Proof of identity and declaration

I have enclosed a certified copy of two proof of identification documents in my current name with this application.

Identification Document 1

Identification Document 2

I (print full name)

hereby make an application for adoption information and declare that all the information provided in this application is true and correct to the best of my knowledge.

MUST BE SIGNED AND DATED IN THE PRESENCE OF THE WITNESS

Applicant's Signature			
Date		Place/city town	

Note: It is an offence under the *Adoption Act 2009* for any person to knowingly provide false or misleading information.

Certificate of witness

Witness's full name			
Qualification	<input type="checkbox"/> Justice of the Peace <input type="checkbox"/> Commissioner for Declarations <input type="checkbox"/> An Officer of the Department of Child Safety, Youth and Women	<input type="checkbox"/> Lawyer <input type="checkbox"/> Police Officer	<input type="checkbox"/> Doctor
Registered number		Phone number	
Address			

The applicant showed me two documents that provide proof of his or her identity and this application was signed by the applicant in my presence on:

Date / / at place
(insert suburb and State)

Witness signature

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LIST OF RELEVANT IDENTITY DOCUMENTS

Schedule 1 Relevant identity documents

- a birth certificate
- a citizenship certificate
- an Australian passport that is current or has been expired for less than two years
- a current overseas passport
- a current drivers licence containing the person's photograph
- a current photo identification card under the Photo Identification Card Act 2008 (including a current adult proof of age card that continues in force under that Act as a photoidentification card) or a corresponding card under the law of another jurisdiction
- a current document evidencing the person's residency or visa status
- a current Medicare card, pensioner concession card, health care card or another identification card issued by the Australian government as evidence of a person's entitlement to a benefit
- a current positive notice blue card issued under the *Working with Children (Risk Management and Screening) Act 2000*
- a telephone, gas or electricity account (not more than one year old)
- a current credit card, debit card or other account card from a financial institution (which includes an embossed name and signature)
- a passbook or statement of account from a financial institution (which is not more than one year old)
- a notice of rates from a local government (that is not more than one year old)
- a current student identity card containing the person's photograph or signature issued by a school or another educational institution
- a Queensland Government employee identity card (which contain the person's photograph)
- an Australian State police officer, Federal police officer or Australian Defence Force identity card containing the person's photograph
- a current crowd controller's licence, private investigator's licence or security officer's licence issued under the *Security Providers Act 1993*
- a current licence issued under the *Weapons Act 1990*.

The two forms of certified identification documents that you provide with your application must be in your current name and, between them, contain your date of birth and signature.

Privacy Notice

The *Adoption Act 2009* authorises the Department of Child Safety, Youth and Women to collect the information on this form for the purposes of assessing your application for adoption information, and where applicable, the provision of the relevant identifying and non-identifying information. The Department Child Safety, Youth and Women may provide some or all of this information to the Registrar, Registry of Births, Deaths and Marriages and/or to a relevant tribunal or court or person as authorised under the Act. All information obtained in the process of assessing your application for adoption information, and where applicable, the provision of the relevant identifying and non-identifying information will be managed in accordance with the Information Privacy Principles described in the *Information Privacy Act 2009*.