

Application for adoption information: (Adopted person is a child): Birth Parent

Adoption Act 2009 (section 254 and 257)
Adoption Regulation 2020

The purpose of the form

This form is for use by a birth parent to apply for adoption information about his or her son or daughter who was adopted.

While an adopted person is still a child, identifying information about them can be released only if the adoptive parent/s; or prospective adoptive parent/s; give their consent. Adoptive parents may provide consent prior to a final adoption order being made, during an Interim adoption order period (prospective adoptive parents).

Upon receiving an application for adoption information from a birth parent, Adoption Services must take steps to contact the adoptive parent/s to ask if they will consent to the release of identifying information; unless it is known that they do not wish to provide consent.

Adoption Services may provide or may arrange for information, counselling and support to be provided in order to assist you in relation to your application. This may include providing personal information about you, such as your current circumstances, to another party in order to help them with their decision to consent to the release of identifying information.

If the adoptive parent/s gives their written consent to the release of identifying information, Adoption Services must consider the child's views (where the child is able to form and express view) and whether the release of information would be contrary to the child's wellbeing and best interests.

If the child or his/her adoptive parent/s were to make a successful application for identifying adoption information about you, they would be given the following information:

- your name at the time of the adoption
- your date of birth
- copies of certain documents including a copy of the consent to adoption

With your written consent, the child or adoptive parent/s may also be given your current name and contact details, as provided on this form. You can provide your written consent on this form or consider this option at a later date.

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 six 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 sign this form in the presence of an appropriate witness. An appropriate witness cannot be a relative and 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 on the Queensland Government website <http://www.qld.gov.au/community/caring-child/how-request-adoption-information/>

Please tick all boxes where required and print clearly using BLOCK LETTERS.

You may attach additional pages if you wish to provide further information.



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Please return completed form to:
by mail to:

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

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

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

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

Part A – Applicant – birth parent to complete

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 Postcode
	<input type="checkbox"/> As above Number and Street Address State Postcode
Postal address	State Postcode
Telephone numbers Please mark with an * which is your preferred contact number	Home: Mobile: Work:



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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"/> No
	<input type="checkbox"/> Yes, Torres Strait Islander		
	<input type="checkbox"/> Unknown		

Details of adopted child about whom information is sought

	Adopted child (one)	Adopted child (two)
Name prior to adoption		
Date of birth		
Place of birth		
Gender		
ACR number (if known)		
Your relationship to the child	<input type="checkbox"/> Birth mother <input type="checkbox"/> Birth father	<input type="checkbox"/> Birth mother <input type="checkbox"/> Birth father

If information is sought about more than two children who were adopted, please provide details on another sheet of paper and attach to the application.

Part B – Release of information

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

Whilst the adopted person is still a child, your consent is required before identifying information about you may be released to the child or his/her adoptive parent/s.

Consent to the release of my identifying information – please tick to indicate:

- Yes I consent to the release of my *postal address and/or *residential address and/or *email address and/or *telephone number (***please circle one or all**) to my son or daughter who is adopted or his/her adoptive parent/s if they apply for information about me.
- No – I do not consent to my identifying information being given to my son or daughter who is adopted or his/her adoptive parent/s if they apply for information about me.

Consent to the release of my current name and contact details being given to an eligible relative - please tick to indicate:

- Yes I consent to the release of my *postal address and/or *residential address and/or *email address and/or *telephone number (***please circle one or all**) being given to son or daughter who is adopted or his/her prospective adoptive parent/s or adoptive parent/s.
- No I do not consent to my current name, address, email address or telephone number being given to son or daughter who is adopted or his/her prospective adoptive parent/s or adoptive parent/s.

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Part C – Proof of identity and declaration

I have provided an original or certified copy of two identification documents (please tick):

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

Identification 1

Identification 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	

Witness' full name			
Qualification	<input type="checkbox"/> Justice of the Peace <input type="checkbox"/> Commissioner of 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

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/or non-identifying information. The Department of Child Safety, Youth and Women may provide some or all of this information to the Queensland 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/or non-identifying information will be managed in accordance with the Information Privacy Principles described in the *Information Privacy Act 2009*.