

## Post Adoption Information Sheet No 12

### Applying for your Adoption Information Certificate in NSW

#### What is the Adoption Information Certificate?

Under the NSW Adoption Act (2000), adult adopted people and their birth parents are entitled to identifying information about each other. This covers all adoptions that occurred before 2010.

In order to access this information you will need to apply for a document called the Adoption Information Certificate from the Adoption Information Unit, part of the Department of Communities and Justice. To apply for your Adoption Information Certificate, you need to fill out an '*Application to obtain adoption information*', available from PARC or directly from the Adoption Information Unit.

Download a copy here

<http://www.community.nsw.gov.au/parents,-carers-and-families/fostering,-guardianship-and-adoption/adoption/past-adoptions/adoptions-pre-2010>

#### How do I apply?

If you wish to apply only for the Adoption Information Certificate, complete the '*Application to obtain adoption information*' and copies of identification (see checklist below) and send it to the Adoption Information Unit:

**Adoption Information Unit**  
Department of Communities and Justice  
Locked Bag 4028  
Ashfield NSW 2131

#### What services will I be applying for?

You will generally receive the following:

- Adoption Information Certificate
- Entry on the Reunion & Information Register
- A copy of the *Adoption Search Guide*

- Information from the adoption file called Social and Medical Information (This is information collected **at the time** of the adoption. The amount of information held varies according to how long ago the adoption occurred. You will be informed whether DCJ holds your Social and Medical Information or if it is held by the Adoption Agency.)

If you think that you will eventually want to apply for all of the above information, it is much quicker to apply all at once.

## Fees

This service is free of charge.

## Checklist

- Completed application form
- Two forms of **certified identification**, at least one of which includes your signature. Examples of identity documents include; photo driver's license, Medicare card, passport, birth certificate, health care or pension card and student card.
- If you have changed your name you will also need to provide certified evidence of this. You can provide a 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.
- Note: to certify documents, the copy must be signed and certified as a true copy by a Justice of the Peace, a doctor, police officer, teacher, solicitor. **Do not send originals.**

## More information

If you would like more information or further assistance, please ring PARC on 02 9504 6788 or the Adoption Information Unit on 1300 799 023.

### Post Adoption Resource Centre (PARC)

**Mail:** Locked Bag 6002,  
Hurstville BC NSW 1481  
**Phone:** 02 9504 6788  
**Email:** [PARC@benevolent.org.au](mailto:PARC@benevolent.org.au)  
**Website:** [www.benevolent.org.au](http://www.benevolent.org.au)

### Post Adoption Support Queensland (PASQ)

**Location:** Ground Floor, 189 Coronation Dr,  
Milton QLD 4064  
**Phone:** 07 3170 4600  
**Email:** [PASQ@benevolent.org.au](mailto:PASQ@benevolent.org.au)  
**Website:** [www.benevolent.org.au](http://www.benevolent.org.au)