

Adoption Act 2000 search/certificate application

Relationships Register Act 2010 (NSW)

General Information

In order to apply please:

1. Complete this form.
2. For adoptions before 2010 please include:
 - A copy of your Adoption Information Certificate (AIC) and the Memorandum issued by the Department of Communities Justice, or
 - A copy of your Supply Authority issued by the Secretary between 1998 to June 2014
 - Pre-Adoption birth certificate issued by the Registry under the *Adoption Information Act 1990* before October 1998, or
 - Post-Adoption birth certificate issued by the Registry under the *Adoption Information Act 1990* before October 1998If you do not currently have one of the above please contact the Adoption Information Unit at www.facs.nsw.gov.au/families/adoption or call 02 9716 3005 or 1300 799 023 (local call within Australia from a landline) For adoptions that occurred after 2010, the above is not required
3. Attach copies of three current forms of identification (see list on page 2)
4. Complete payment section (if required)

Privacy

The Registry is responsible for the administration of legislation including the *Births, Deaths and Marriages Registration Act 1995* and the *Relationship Register Act 2010* and the regulations made under those Acts. We collect information under those Acts in order to register NSW life events accurately and securely in perpetuity, ensuring their integrity and confidentiality.

The Register is a permanent historical record and part of the civil records of NSW. It is not available for public scrutiny. Information held in the Register is used to issue certificates in accordance with our [Access Policy](#) and can be used for a range of other purposes including statistical analysis, medical research, community planning and law enforcement.

When you complete this form, we use the information that you provide to us to respond to your request (which may include determining your eligibility and making a decision on your application) and to prevent fraud. We may disclose your personal information to a third party to verify that the information that you have provided to us is correct.

For more information about how we handle personal information, including who we may disclose it to, please read our [Privacy Collection Notice](https://www.nsw.gov.au/departments-and-agencies/births-deaths-marriages/about-registry/privacy-collection-notice), available at: <https://www.nsw.gov.au/departments-and-agencies/births-deaths-marriages/about-registry/privacy-collection-notice>.

Warning

Please be aware that it is an offence under Part 5A of the *Crimes Act 1900* to provide false or misleading information or documents and it is an offence under the *Births, Deaths and Marriages Registration Act 1995* to make a false or misleading representation in an application, notice or document.

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Family name				
First given name		Other given name/s		
Current Address				
Suburb/Town		State/Territory	Postcode	Country
Postal Address (if different from above)				
Suburb/Town		State/Territory	Postcode	Country
Phone number		Email address		
You are: (Please tick one of the below)				
<input type="checkbox"/> An Adopted Person <input type="checkbox"/> A Birth Parent <input type="checkbox"/> Next of Kin <input type="checkbox"/> Or Other				
Name of Adopted Person: (include first names and family name)		Date of Birth of Adopted Person:		
Your Signature:				
I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the Crimes Act 1900 to provide false or misleading information or documents and that it is an offence under the Births, Deaths and Marriages Registration Act 1995 to make a false or misleading representation in an application, notice or document.				

Adoption Certificate or Search choices and fees

Please tick your requested Certificate or Search (For current fees, please visit www.nsw.gov.au/bdm)

Tick

<input type="checkbox"/> Integrated Birth Certificate (IBC)
<input type="checkbox"/> Pre-Adoption Birth Certificate (stamped "Not For Official Use")
<input type="checkbox"/> Post-Adoption Birth Certificate
<input type="checkbox"/> Birth Extract of Birth Parent/s (if born in NSW)
<input type="checkbox"/> Marriage Search (this search is advised for a female prior to a death search)
<input type="checkbox"/> Death Search
<input type="checkbox"/> Postage & Handling -Registered Post within Australia
<input type="checkbox"/> Postage -International Express Post

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Payment details

Total Amount \$ Please debit my: AMEX Mastercard Visa or enclosed is a cheque*/money order

Card number

Cardholder's name

Expiry Date

Signature
of cardholder

A surcharge applies to credit card payments at the rate of 1.4% for AMEX and 0.4% for Mastercard or Visa.

OR Enclose a cheque*/money order (*Cheques payable to the NSW Department of Customer Service).

Identification requirements (ID)

Three current forms of identification are required, one of each from categories 1, 2 and 3. If you are unable to provide ID from categories 1 and 2, you must still provide at least three types of ID. At least two of these must be from category 3. All documents except foreign passports must be current.

Category 1	Category 2	Category 3	Category 4
<ul style="list-style-type: none">• Australian birth certificate• Citizenship certificate• New Zealand citizenship certificate• New Zealand birth certificate	<ul style="list-style-type: none">• Australian driver licence• Australian passport• Australian firearm licence• Foreign passport• Photo Card issued by a government agency• Visa	<ul style="list-style-type: none">• Medicare card• Centrelink card• Department of Veteran's Affairs card• Security guard or crowd control licence• Tertiary Education ID card	<ul style="list-style-type: none">• Recent utility account with current residential address (issued within last three months).

Send this completed form, required documents, identification and required payment to: **NSW Registry of Births Deaths & Marriages, Adoptions Section, GPO BOX 30 Sydney 2001.** Or you can lodge your application and pay at any Service NSW Service Centre.