

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 1998

If 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/births-deaths-marriages/about-us/privacy-collection-notice), available at <https://www.nsw.gov.au/births-deaths-marriages/about-us/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:		<p>I declare that the information I have provided is true and correct. I understand that it is an offence under Part 5A of the <i>Crimes Act 1900</i> to provide false or misleading information or documents and that it is an offence under the <i>Births, Deaths and Marriages Registration Act 1995</i> to make a false or misleading representation in an application, notice or document.</p>	

Adoption Certificate or Search choices and fees

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

Tick

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

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Payment details

Total Amount \$	Please debit my: AMEX	Mastercard	Visa	<i>Contact Service NSW on 13 77 88 to discuss alternate payment methods if required</i>
Card number				
Cardholder's name	Expiry Date			
Signature of cardholder				

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

- Australian birth certificate
- Citizenship certificate
- New Zealand citizenship certificate
- New Zealand birth certificate

Category 2

- Australian driver licence
- Australian passport
- Australian firearm licence
- Foreign passport
- Photo Card issued by a government agency
- Visa

Category 3

- Medicare card
- Centrelink card
- Department of Veteran's Affairs card
- Security guard or crowd control licence
- Tertiary Education ID card

Category 4

- 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.**