

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 before October 1998, or
 - Post-Adoption birth certificate issued by the Registry 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)

Your right to privacy

When you apply, you consent to the release of information provided, to those agencies who may be able to validate it. **Please read Your Right to Privacy Policy at www.nsw.gov.au/bdm**

Family name			
<input type="text"/>			
First given name	Other given name/s		
<input type="text"/>	<input type="text"/>		
Current Address			
<input type="text"/>			
Suburb/Town	State/Territory	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address <i>(if different from above)</i>			
<input type="text"/>			
Suburb/Town	State/Territory	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
You are:			
<i>(Please tick one of the below)</i>			
<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: <i>(include first names and family name)</i>		Date of Birth of Adopted Person: <i>(dd/mm/yyyy)</i>	
<input type="text"/>		<input type="text"/>	
Your Signature:			
<input type="text"/>			

Adoption Certificate or Search choices and fees (current as at August 2020)

Tick	Search or certificate type	Fee
<input type="checkbox"/>	Integrated Birth Certificate (IBC)	No fee if a copy of the original post-adoptive birth certificate is provided in your application. If this is not possible, payment of \$49.00 is required. Note: extra certificates are also \$49.00 each.
<input type="checkbox"/>	Pre-Adoption Birth Certificate (stamped "Not For Official Use")	\$49.00
<input type="checkbox"/>	Post-Adoption Birth Certificate	\$49.00
<input type="checkbox"/>	Birth Extract of Birth Parent/s (if born in NSW)	\$49.00
<input type="checkbox"/>	Marriage Search (this search is advised for a female prior to a death search)	\$58.00
<input type="checkbox"/>	Death Search	\$49.00
<input type="checkbox"/>	Postage & Handling - Registered Post within Australia	\$11.00
<input type="checkbox"/>	Postage - International Express Post	\$20.00

Payment Details

Total Amount \$ Please debit my: AMEX Mastercard Visa

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

Card number

Cardholder's name Expiry Date (dd/mm/yyyy)

Signature of cardholder

X

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
<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
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.