

GENERAL REGISTER OFFICE (ENGLAND & WALES)

Application for a Birth Relative to apply for entry in Part 2 of the Adoption Contact Register

Please use Part 2 guidance notes when completing this form.

The Adoption and Children Act of 2002 provides for the Registrar General to operate an Adoption Contact Register. The purpose of the Register is for adopted people and their birth relatives to register their contact wishes. A wish for no contact can also be registered.

In order to register on Part 2 of the Contact Register you must be a birth relative. This is any person who is related to the adopted person by blood (including half blood), marriage or civil partnership.

You must be 18 years or over. You can register your wishes before the adopted person is 18 years old but the adopted person will not be able to register until they are 18.

A record of the birth or adoption must be held by the Registrar General.

The registration fee for a birth relative is £30.00. A separate application and fee is needed for each adopted person.

If you want to contact an adopted person and you are also adopted you may wish to register on both parts 1 and 2.

Please be aware that the General Register Office (GRO) does not trace. The adopted person must also register a wish for contact for a link to be made.

Section 1 - Your Current Details

1.1	Surname		
	Forename		
	Address		
		Postcode	
	Country		
1.2	Telephone Number		
	Email Address		
	I wish my email address to be passed on	Yes	No
1.3	I am happy for GRO to correspond with me by email	Yes	No
	1.4 Your relationship to the adopted person	Maternal	Paternal

Section 2 - Intermediary Details

If you do not wish to use a third party go straight to Section 3

2.1	Intermediary Contact Name / Organisation		
	Address		
	Postcode		
	Country		
	Telephone Number		
	Email Address		

*** Required**

If you cannot complete the ***required** fields please contact us for advice

Section 3 - Adopted Person's Birth Details

3.1	*Surname			
	*Forename(s)			
3.2	*Date of birth	Day	Month	Year
3.3	GRO reference number (if known)			
3.4	*Sex	Male	Female	
	Place of birth (if known)			
3.5	*Birth mother's surname at time of child's birth			
	*Birth mother's forename(s)			
	Birth mother's maiden name (if known)			
	Birth fathers Surname (if known)			
	Birth father's forename(s) (if known)			
	Year of adoption (if known)			
	Name of court (if known)			

Section 4 - Declaration

Please complete the declaration as required by Regulation 7(2) of the Adopted Children and Adoption Contact Registers Regulations 2005

4.1	I (current full name)
	of (state your current address)

4.2	(your date of birth).....
	being the (describe your relationship to the adopted person).....
	of (birth name of adopted person).....
4.3	wish to have my name and address entered in Part 2 of
	the Adoption Contact Register, as I wish / do not wish (delete as appropriate) to make contact with (birth name of adopted person).....
4.4	Date:
	Signed:

By completing Section 4 above, you are declaring that you are a birth relative of the named adopted person and you wish to have your details entered onto Part 2 of the Adoption Contact Register.

Section 5 - Payment Details

Please note this page will be destroyed once your application has been processed

The Contact Register registration fee for a birth relative is £30.00.

Cheques or postal orders must be made payable to **IPS** (Identity and Passport Service).

Payment from **outside** the UK made by cheque, international money order or draft should be expressed in Sterling in favour of **IPS** and bear the name of a UK clearing bank.

If you wish to pay by credit or debit card please complete the payment details below.

Do not send cash.

Card Type ☐ Visa ☐ Access ☐ MasterCard ☐ Maestro

Please debit my card £

Card Number

Security Number (last three digits found on the signature strip of your card)

Start date / Expiry date /

Issue No (if applicable)

Signature..... Date.....

Before returning this form to the address below please check you have:

- ☐ Completed the form in full including your contact wishes
- ☐ Signed and dated the declaration
- ☐ Enclosed postal order or cheque for £30.00 made payable to IPS
- or
- ☐ Completed credit/debit card details

Adoptions Section
General Register Office
Identity and Passport Service
Trafalgar Road
Southport
PR8 2HH

Tel: 0300 123 1837
Text Relay: 18001 0300 123 1837
Email: adoptions@ips.gsi.gov.uk
Website: www.gov.uk/adoption-records

General Register Office: part of the Identity and Passport Service