

Identity & Passport Service

GENERAL REGISTER OFFICE (ENGLAND & WALES) Application for an Adopted Person to apply for entry onto Part 1 of the Adoption Contact Register

Please use Part 1 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 1 of the Contact Register you must be aged 18 years or over.

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

The registration fee for an adopted person is £15.00.

If you are an adopted person and a relative you want to contact is 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. Birth relative(s) must also register a wish for contact for a link to be made.

Section 1 - Your Current Details

1.1	Surname		
	Forename(s)		
	Address		
	Postcode		
	Country		
1.2	Telephone Number		
	Email Address		
1.3	I am happy for GRO to correspond with me by email	Yes	No

Section 2 - Intermediary Details

If you do not wish to use a third party move to section 3

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

***Required**

If you do not know the required * birth details in section 3, you may wish to contact GRO regarding Access to your Birth Registration details

Section 3 - Your Birth Details				
3.1	*Birth surname			
	*Birth forename(s)			
	*Date of birth	Day	Month	Year
	*Sex	Male	Female	
	Place of birth (if known)			
	Birth mother's surname at time of your birth (if known)			
3.2	Birth mother's forename(s) (if known)			
	Birth mother's maiden name (if known)			
	Birth father's surname (if known)			
	Birth father's forename(s) (if known)			

Section 4 - Your Adoption Details		
4.1	Adoptive surname	
	Adoptive forename (s)	
	Adoptive mother's surname	
	Adoptive mother's forename	
	Adoptive father's surname	
	Adoptive father's forename	
	Year of adoption (if known)	
	Name of court (if known)	

Section 5 - Declaration	
Please complete the declaration as required by Regulation 6(2) of the Adopted Children and Adoption Contact Registers Regulations 2005	
5.1	<p>I (current full name)</p> <p>of (state your current address)</p> <p>.....</p> <p>(your date of birth).....</p> <p>Wish to have my name and address entered in Part 1 of the Adoption Contact Register.</p>
5.2	I wish to contact the following relative(s)
5.3	I do not wish to contact the following relative(s)
	I understand I may withdraw this notice at any time
5.4	<p>Date:</p> <p>Signed:</p>

By completing Section 5 above you are declaring that you are the adopted person and you wish to have your details entered on to Part 1 of the Adoption Contact Register.
In order to have their details entered onto Part 2, your birth relatives are also required to sign a declaration stating their relationship to you.

Section 6 - Payment Details

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

The Contact Register registration fee for an adopted person is £15.00.

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 that you have:

☐ Completed the form in full including your contact wishes

☐ Signed and dated the declaration

☐ Enclosed postal order or cheque for £15.00 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