

GENERAL REGISTER OFFICE (ENGLAND & WALES)

**GUIDANCE NOTES FOR A BIRTH RELATIVE TO APPLY FOR ENTRY ONTO PART 2 OF THE
ADOPTION CONTACT REGISTER**

Please use these guidance notes when completing the Contact Register Part 2 application 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.

In order to register your details 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 reach 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 are an adopted person yourself you may also wish to register on Part 1. If you require any further advice please contact GRO.

If you wish to be removed from the register or wish to change any details you will need to inform us either in writing or by email.

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

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

Intermediary/Adoption Support Agencies

Adopted people and Birth Relatives can also approach Registered Agencies for advice on tracing. These Agencies can obtain information from the General Register Office which may assist them to find an adopted person or birth relative.

If you wish to find out more about these services please contact the Adoption Section on the number shown above. Please be aware they may charge for their services.

If the birth or adoption took place in Scotland, Northern Ireland or Eire you may also wish to contact the organisations below for advice:

Birth Link, Family Care, 21 Castle Street, Edinburgh, EH2 3DN
Tel: 0131 225 6441 Fax: 0131 225 6478 mail@birthlink.org.uk www.birthlink.org.uk

Northern Ireland General Register Office, Oxford House, 49/55 Chichester Street, Belfast BT1 4HL
Tel: :0300 200 7890 gro_nisra@dfpni.gov.uk www.nidirect.gov.uk

General Register Office, Government Offices, Convent Road, Roscommon. Eire
Tel: +353 (0) 90 6632900 www.groireland.ie/

Section 1 Your Current Details	
1.1	Provide your current name and address. These details will be sent to the adopted person as your contact details if he/she is registered on Part 1 and has expressed a wish for contact.
1.2	Provide a telephone number for use if our office needs to contact you about your application.
1.3	Tick appropriate box. If a link is made indicate if you also wish your email address to be passed to the adopted person or to their chosen third party/intermediary. Indicate if you are happy for us to email you
1.4	Tick appropriate relationship to adopted person. Maternal relative – You are related to the adopted person through their birth mother Paternal relative – You are related to the adopted person through their birth father

Section 2 Intermediary/Third Party Details	
If you need any assistance completing this section please contact us for advice	
2.1	Complete this section with a third party contact address if you do not want your own address to be sent to the adopted person if he/she registers on Part 1. If this section is completed your current address at Section 1 will not be sent to the adopted person.

Section 3 Adopted Person's Birth Details	
The General Register Office must hold the birth or adoption registration for the adopted person. If you cannot complete the *required fields, please contact us for further advice.	
3.1	Surname and forename given at birth. If no forename given please state "none given"
3.2	Provide full date of birth if known. If full date not known a year of birth may be sufficient.
3.3	GRO reference number if known You can visit www.gov.uk or phone 0300 123 1837 for details on how to obtain a GRO index reference number.
3.4	Tick appropriate sex of adopted person.
3.5	Birth mothers surname and forename at the time of the child's birth

Section 4 Declaration	
4.1	You must complete your current full name, address and date of birth
4.2	You must state your relationship to the adopted person e.g. mother, father, step- sister, brother cousin, aunt etc
4.3	You must choose whether you wish to have Contact or No Contact with the adopted person. Please be aware that this may not stop the adopted person tracing you.
4.4	You must sign and date the declaration

By completing Section 4 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	
Return your completed application form and payment. It may take 4 weeks to process your application If you wish to register for more than one adopted person you must complete a separate application and pay the £30.00 fee for each application.	

What happens once you have registered?

We will write to you to confirm that your wishes have been registered and whether or not a link has been made.

If a link is made and both you and the adopted person have applied for contact the adopted person will be notified of your name and contact details, either from Section 1, or from section 2 if you are using an third party/intermediary. We will inform you that this has happened.

If you have applied for No Contact, other than confirmation of your registration, you will not hear from this Office again. If an Intermediary Agency, acting on behalf of your birth relative, applies to us for a Contact Register extract, they will be informed of your wish for No Contact (See note 4.3) However, please be aware this may not stop them approaching you to confirm your current contact wishes.

Please note AAA NORCAP also operate an Adoption Contact Register. You may wish to contact them on 01865 875000

You must ensure that you update The General Register Office Contact Register if you change your name, address or contact wishes. If a link occurs GRO can only contact the latest details you have supplied.