

GENERAL REGISTER OFFICE (ENGLAND & WALES)**GUIDANCE NOTES FOR AN ADOPTED PERSON TO APPLY FOR ENTRY ONTO PART 1 OF THE
ADOPTION CONTACT REGISTER****Please use these guidance notes when completing the 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 on Part 1 of the Contact Register you must be 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 Part 2. You must be able to supply their birth details. If you require any further advice please contact GRO on the number below.

If you wish to be removed from the register or wish to change any details you will need to inform GRO 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 a birth relative(s).

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 your 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/

If a link is made your contact details will not be passed onto your birth relative	
1.1	Provide your current name and address.
1.2	Provide a telephone number for use if our office needs to contact you about your application.
1.3	Indicate if you are happy for GRO to email you

Section 2 Intermediary/Third Party Details If you need any assistance completing this section please contact us for advice	
2.1	Complete this section if you wish to use a third party address.

Section 3 Your Birth Details The General Register Office must hold your birth or adoption registration. If you do not know the required * birth details in section 3, you may wish to contact us regarding Access to your Birth Registration details.	
3.1	Complete your surname and forename(s) and date of birth. If you were not given a forename at birth please state "none given".
3.2	Complete birth mothers surname at time of your birth, this could assist us to trace your details.

Section 4 Your Adoption Details	
4.1	Provide the details relating to your adoption.

Section 5 Declaration You can register a wish for contact and/or no contact If you need any assistance completing this section, please contact GRO for advice	
5.1	You must complete your current full name, address and date of birth
5.2	Pease state who you wish to have contact with. You may want to state 'all' relatives, or select particular relative(s) Continue to 5.4 Declaration, unless you also want to record a wish for No Contact.
5.3	Please state who you do not wish to have contact with. You may want to state 'all' relatives or select particular relative(s) Please be aware that this may not stop your birth relatives tracing you.
5.4	You must sign and date the declaration

By completing Section 5 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	
Return your completed application form and payment. It may take 4 weeks to process your 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 your birth relative have applied for contact you will be notified and given their name and contact details, it's then up to you to make contact if you wish. We notify your birth relative of the link but we **do not** pass them your contact details. If you have used a third party (Section 2) we will also inform them that a link has been made.

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(s), applies to us for a Contact Register extract, they will be informed of your wish for No Contact (See note 5.3). However, please be aware this may not stop them approaching you to confirm your current contact wishes.

If you have applied for contact with specific birth relative(s) then you will only receive a link letter if that particular birth relative registers.

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 you through the latest details you have supplied.