

**Application for adoption information:
Adult relative of a birth parent who is
deceased or does not have capacity.
Adopted person is currently a child.**

Adoption Act 2009 (sections 254, 257, 258, 259 260 and 261)

Adoption Regulations 2020

The purpose of the form

This form is for use by an eligible adult relative of a birth parent, where a birth parent is deceased or does not have the capacity to make an application, whilst the adopted person is under 18 years of age.

While an adopted person is still a child, identifying information about them can be released only if the adoptive parent/s; or prospective adoptive parent/s; give their consent. Adoptive parents may provide consent prior to a final adoption order being made, during an Interim adoption order period (prospective adoptive parents).

Upon receiving an application for adoption information from a birth relative, Adoption and Permanent Care Services must take steps to contact the adoptive parent/s to ask if they will consent to the release of identifying information; unless it is known that they do not wish to provide consent.

Adoption and Permanent Care Services may provide or may arrange for information, counselling and support to be provided in order to assist you in relation to your application. This may include providing personal information about you, such as your current circumstances, to another party in order to help them with their decision to consent to the release of identifying information.

If the adoptive parent/s gives their written consent to the release of identifying information, Adoption and Permanent Care Services must consider the child's views (where the child is able to form and express a view) and whether the release of information would be contrary to the child's wellbeing and best interests. If the child or his/her adoptive parent/s were to make a successful application for identifying adoption information about you, they would be given the following information:

- their birth parent/s name/s
- their birth parent/s date of birth
- copies of certain documents, including a copy of the consent to adoption

With your written consent, the child or adoptive parent/s may also be given your current name and contact details, as provided on this form. You can provide your written consent on this form or consider this option at a later date.

Documents that must be attached

You are required to attach the following documents to this form to establish that you are eligible to apply on behalf of a deceased or incapacitated birth parent:

- A copy of documents that provide proof of your relationship to the birth parent, for example your full birth certificate
- A copy of documents that provide evidence of the birth parent's lack of capacity to apply for information for example a letter from the birth parents treating specialist that states the birth parent does not have capacity to make the application
- A copy of the documents that provide evidence of the birth parents death for example their death certificate.

Proof of your identity

You are required to provide the original or a certified copy of two documents to prove your identity, for example: a drivers licence (front and back), passport, birth certificate (if your name has not changed since your birth), pension card, credit card, Medicare card or student card. The full list of identification documents that may be acceptable is available on the last page of this form. Both documents must be in your current name and between them contain your date of birth and signature.

If your name has changed since the time of your birth, please provide a certified copy of evidence of this, and this is in addition to the two forms of identification as mentioned above. Evidence documents may include a marriage certificate or a deed poll certificate or name change certificate.

Signing this form

Please sign this form in the presence of a qualified witness. A qualified witness cannot be relative of the applicant and includes:

- An officer of the Department of Child Safety, Seniors and Disability Services
- A lawyer or notary public
- A Justice of the Peace or Commissioner of Declarations
- A Police Officer

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- A Medical Practitioner.

Information to assist you to locate a Justice of the Peace is available at <http://www.justice.qld.gov.au>. Further information about applying for adoption information is available on Queensland Government website: <http://www.qld.gov.au/community/caring-child/how-request-adoption-information>

Please return completed form by mail to:

Adoption and Permanent Care Services
Department of Child Safety, Seniors and Disability Services
Locked Bag 3405, Brisbane QLD 4001

Assistance in completing this form is available from:
Adoption and Permanent Care Services
Phone: 07 3097 5100 or 1800 647 983
(free call within Queensland)

Post Adoption Support Queensland
Phone: 1800 236 762

PART A – Adult relative of a birth parent to complete

Preferred Title for example Mr, Mrs, Ms, Dr			
Current Surname			
Current given names			
Previous name – please attach evidence of name change documents			
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Residential address	Number and street address		
	Suburb		
	State/Territory	Postcode	
Postal address <input type="checkbox"/> As above	Number and street address		
	Suburb		
	State/Territory	Postcode	

PART B – Details of birth parent on whose behalf you are applying for adoption information

Current Surname			
Current given name/s			
Name at time of birth and/or adoption			
Date of birth		Place of birth	
Residential address	Number and street address:		
	Suburb:		
	State/Territory:	Post Code	
Gender		ACR if known	
Your relationship to the birth parent	<input type="checkbox"/> Grandparent <input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Parent/child under Aboriginal tradition or Torres Strait Islander custom		
Please provide any known information about the adopted person such as their date of birth or given name at birth			

Details of your relative's inability to apply for information

A relative of a birth parent may apply for adoption information about that person's son or daughter who was adopted if the birth parent has died or does not have capacity to apply for the information.

Is the birth parent deceased? No Yes Date of Death: _____

If yes, please attach a copy of documents that provide evidence the birth parent is deceased and go to **PART C**.

Does the birth parent have capacity to apply for information (if applicable)? No Yes

If no, please attach documentary evidence confirming the birth parent does not have capacity to apply for information.

- a copy of a declaration of incapacity for example a medical certificate
- a copy of a guardianship order
- a letter from the treating specialist confirming lack of capacity to apply for adoption information on their own behalf.

PART C – Consent to the release of information

Please complete this section to indicate whether you agree to your relative's current name and current details/address being given to an eligible person who applies for adoption information about your relative who is a birth parent.

Although you are completing this form to apply for adoption information, you may wish to take this opportunity to provide consent to your relative's current name and current details/address (as provided on this form) being given to his or her son or daughter who was adopted or their eligible relative, if they apply for adoption information about their adoption and birth parents.

If an adopted person and their adoptive parent/s make an application for adoption information, he or she will be provided with their birth parent/s name/s (as they were at the time of the birth and adoption), his or her date of birth and prescribed documents relating to the adoption (consent to adoption, court order dispensing with consent and/or adoption order – if available).

However, with your written consent, Adoption and Permanent Care Services may also give an eligible person who applies for adoption information about the birth parent/s, your relative's current name and current details as provided on this form.

Consent to provide your relative's current name and current details to an adopted child or their eligible relative, who applies for adoption information about them.

YES – I consent to my relative's current name and *postal address and/or *residential address and/or *email address and/or *telephone number/s (Please circle one or all) being given to an eligible person who applies for adoption information about my relative

NO – I do not consent to my relative's current name or current details/address being given to an eligible person who applies for adoption information about my relative

You are also able to provide your consent to the release of your current name and details to an adopted child and their adoptive parents, who applies for adoption information about your relative.

YES – I consent to my current name and *postal address and/or *residential address and/or *email address and/or *telephone number/s (Please circle one or all) being given to an eligible person who applies for adoption information about my relative

NO – I do not consent to my current name or current details/address being given to an eligible person who applies for adoption information about my relative



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PART D – Proof of identity and declaration

I have enclosed a certified copy of two proof of identification documents with this application.

Identification document 1: _____

Identification document 2: _____

- I have also provided documentary **evidence of my relationship to the birth parent.**
- I have also provided evidence of the **birth parent’s incapacity or death** (if relevant)
- I have also provided a **certified copy** of **my name change/s** (if applicable)

I _____ (please print full name)

hereby make an application for adoption information and declare that all the information provided in this application is true and correct to the best of my knowledge.

MUST BE SIGNED AND DATED IN THE PRESENCE OF A QUALIFIED WITNESS

Applicant’s Signature: _____ Date _____ Place (city/town) _____

Note: It is an offence under the *Adoption Act 2009* for any person to knowingly provide false or misleading information

CERTIFICATE OF WITNESS

Witness’s full name			
Qualification	<input type="checkbox"/> Justice of the Peace <input type="checkbox"/> Lawyer <input type="checkbox"/> Doctor <input type="checkbox"/> Commissioner of Declarations <input type="checkbox"/> Police Officer <input type="checkbox"/> An Officer of the Department of Child Safety, Seniors and Disability Services		
Registered Number		Phone Number	
Address			

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The applicant showed me two documents that provide proof of his or her identity and this application was signed by the applicant in my presence on:

Date: _____ at place: _____ (insert suburb and State/Territory)

Witness signature: _____

LIST OF RELEVANT IDENTITY DOCUMENTS

Schedule 1 Relevant identity documents

- A birth certificate (**if this remains your current name**)
- A citizenship certificate
- An Australian passport that is current or has been expired for less than two years
- A current overseas passport
- A current drivers licence containing the person's photograph
- A current photo identification card under the *Photo Identification Card Act 2008* (including a current adult proof of age card that continues in force under that Act as a photo identification card) or a corresponding card under the law of another jurisdiction
- A current document evidencing the person's residency or visa status
- A current Medicare Card, pensioner concession card, health care card or another identification card issued by the Australian government as evidence of a person's entitlement to a benefit
- A current positive Blue Card issued under the *Working with Children (Risk Management Screening) Act 2000*
- A telephone, gas or electricity account (not more than one year old)
- A current credit card, debit card or other account card from a financial institution (which includes an embossed name and signature)
- A passbook or statement of account from a financial institution (which is not more than one year old)
- A notice of rates from a local government (this is not more than one year old)

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- A current student identity card containing the person's photograph or signature issued by a school or another education institution
- A Queensland Government employee identity card (which contains the person's photograph)
- An Australian State police officer, Federal police officer or Australian Defence Force identity card containing the person's photograph
- A current crowd controller's licence, private investigator's licence or security officer's licence issued under the *Security Providers Act 1993*
- A current licence issued under the *Weapons Act 1990*.

The two (2) forms of certified identification documents that you provide with your application must be in your current name and, between them, contain your date of birth and signature.

PRIVACY NOTICE

In accordance with the *Adoption Act 2009*, the Department of Child Safety, Seniors and Disability Services is required and/or authorised to collect the information on this form to facilitate the exchange of adoption information. The Department of Child Safety, Seniors and Disability Services may provide some or all information to the Registrar, Registry of Births, Deaths, Marriages and Divorces, a relevant court or tribunal and/or other persons as authorised under the Act. All information obtained in the process of a parent giving consent to the adoption of his or her child will be managed in accordance with the Information Privacy Principles described in the *Information Privacy Act 2009*.