

Application For Service
Pertaining to an Adopted Person or Birth Parent
Please Read Information on Reverse of this Form

The information on this form is collected under the authority of the *Adoption Act*. The information provided will be used to fulfill the requirements of the *Adoption Act* for the release of adoption information. The release of this information is in compliance with the *Adoption Act*.

Information about the Person Applying (Please print)

APPLICANT'S DATE OF BIRTH MONTH DAY YEAR <input type="text"/>	APPLICANT BORN IN NEWFOUNDLAND AND LABRADOR <input type="checkbox"/> YES <input type="checkbox"/> NO	SHADED AREA FOR OFFICE USE ONLY APPLICATION FOR SERVICE NUMBER											
SURNAME		GIVEN NAMES											
MAILING ADDRESS													
CITY/PROVINCE/STATE/COUNTRY		POSTAL CODE											
HOME PHONE NUMBER ()		WORK PHONE NUMBER ()											
COPY OF BIRTH CERTIFICATE ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO (if no, please explain)													

I am AN ADOPTED PERSON (18 years or older) COMPLETE SECTION A A BIRTH PARENT COMPLETE SECTION B

SECTION A: To be completed by adopted person - as applicant (PLEASE PRINT)

NAME ON BIRTH CERTIFICATE AFTER ADOPTION SURNAME GIVEN NAMES	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH MONTH DAY YEAR <input type="text"/>
BIRTHPLACE (CITY/PROVINCE/STATE/COUNTRY)	PLACE OF ADOPTION (CITY/PROVINCE/STATE/COUNTRY)	
MAIDEN SURNAME OF ADOPTED MOTHER GIVEN NAMES	BIRTHPLACE OF ADOPTIVE MOTHER (CITY/PROVINCE/STATE/COUNTRY)	
SURNAME OF ADOPTED FATHER GIVEN NAMES	BIRTHPLACE OF ADOPTIVE FATHER (CITY/PROVINCE/STATE/COUNTRY)	
BIRTH NAME (IF KNOWN) GIVEN NAMES	BIRTH REGISTRATION NUMBER (FROM BIRTH CERTIFICATE)	

SECTION B: To be completed by birth parent - as applicant (PLEASE PRINT)
PARTICULARS OF BIRTH PARENTS (AT TIME OF ADOPTED PERSON'S BIRTH)

MAIDEN NAME OF MOTHER GIVEN NAMES	SURNAME OF FATHER GIVEN NAMES
DATE OF BIRTH BIRTHPLACE (CITY/PROVINCE/STATE/COUNTRY) MONTH DAY YEAR <input type="text"/>	DATE OF BIRTH BIRTHPLACE (CITY/PROVINCE/STATE/COUNTRY) MONTH DAY YEAR <input type="text"/>

PARTICULARS OF ADOPTED PERSON PRIOR TO ADOPTION

SURNAME GIVEN NAMES <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH BIRTHPLACE (CITY/PROVINCE/STATE/COUNTRY) MONTH DAY YEAR <input type="text"/>
NAME OF ADOPTED PERSON FOLLOWING ADOPTION (IF KNOWN)	

SIGNATURE OF APPLICANT: X _____
 WRITTEN SIGNATURE OF APPLICANT (DO NOT PRINT)

IMPORTANT INFORMATION

TO AVOID DELAY

- Complete the appropriate section in full and attach a photocopy of your legal birth certificate. **A baptismal certificate is not acceptable.** (All requests with incomplete information must be accompanied by a written explanation for the omission. If any portion of the relevant event information is left blank the application will be returned for completion.)
- Be sure you are authorized to make the request (see front section)
- Enclose the correct fee by cheque or money order (Canadian funds)
- Be sure your address and telephone number are correct and clear

FEES

- The fee for each search of records and copy of birth registration and adoption order is \$50.00
 - Payment to be made in Canadian funds by cheque or money order payable to the Newfoundland Exchequer Account
- Fees are subject to change. Please contact a Government Service Centre for current fees.**

MAKING A FALSE STATEMENT

Under the Adoption Act, it is an offence to make a statement that the person knows to be false or misleading in an application, or in connection with an application, for a copy of a birth registration or other record from the Vital Statistics Division, or for filing a disclosure veto or a no-contact declaration.

A person who makes a false statement commits an offence and is liable on conviction to a maximum fine of up to \$10,000 and/or a term of imprisonment.

Contact Information and Mailing Address:

Confidential Services
Vital Statistics Division
Department of Government Services
P. O. Box 8700, Motor Registration Building
Mount Pearl, NL A1B 4J6
Phone # (709) 729-3308
Fax # (709) 729-0946
Website: www.gs.gov.nl.ca/vs

Adoption Brochures and forms are available from Government Service Centres/Departmental Office listed below or may be downloaded from the government website: www.gs.gov.nl.ca/vs

GOVERNMENT SERVICE CENTRES/DEPARTMENTAL OFFICE

MOUNT PEARL OFFICE
Motor Registration Building
P. O. Box 8700
St. John's, NL A1B 4J6
Telephone: (709) 729-3308
Facsimile: (709) 729-0946

HARBOUR GRACE OFFICE
P. O. Box 512
7-9 Roddick Crescent
Harbour Grace, NL A0A 2M0
Telephone: (709) 945-3106/3107
Facsimile: (709) 945-3114

CLARENVILLE OFFICE
8 Myer's Avenue, Suite 201
Clarenville, NL A5A 1T5
Telephone: (709) 466-4061/4068
Facsimile: (709) 466-4070

GANDER OFFICE
Fraser Mall, 230 Airport Blvd.
P. O. Box 2222
Gander, NL A1V 2N9
Telephone: (709) 256-1420
Facsimile: (709) 256-1438

GRAND FALLS-WINDSOR OFFICE
3 Cromer Avenue
Grand Falls-Windsor, NL A2A 1W9
Telephone: (709) 292-4348/4206
Facsimile: (709) 292-4528

CORNER BROOK OFFICE
Sir Richard Squires Building
P. O. Box 2006
Corner Brook, NL A2H 6J8
Telephone: (709) 637-2387/2389/2490
Facsimile: (709) 637-2905

HAPPY VALLEY-GOOSE BAY OFFICE
2 Tenth Street
P. O. Box 3014, Stn. "B"
Happy Valley-Goose Bay, NL A0P 1E0
Telephone: (709) 896-5428/5430
Facsimile: (709) 896-4340

MARYSTOWN OFFICE
1 Harris Drive
P. O. Box 698
Marystown, NL A0E 2M0
Telephone: (709) 279-0837
Facsimile: (709) 279-8031

STEPHENVILLE OFFICE
35 Alabama Drive
Stephenville, NL A2N 3K9
Telephone: (709) 643-8650/8635
Facsimile: (709) 643-8654

ST. ANTHONY OFFICE
6 - 8 North Street
P. O. Box 28
St. Anthony, NL A0K 4S0
Telephone: (709) 454-8833
Facsimile: (709) 454-3206

LABRADOR CITY OFFICE
118 Humphrey Road
Labrador City, NL A2V 2J8
Telephone: (709) 944-5859
Facsimile: (709) 944-5630

website: <http://www.gs.gov.nl.ca/gs/vs/>
e-mail: vstats@gov.nl.ca



Government Services

**Accessing Records From Newfoundland & Labrador Vital Statistics
Under the Adoption Act: Filing An Application For Service**

ACCESS TO VITAL STATISTICS RECORDS UNDER THE ADOPTION ACT

This explains the release of records under the Adoption Act and how to file the enclosed Application for Service Pertaining to an Adopted Person or Birth Parent Form. Additional forms may be obtained from any Government Service Centre listed on the back of this guide.

ACCESS TO ADOPTION INFORMATION

Over the last few decades societal attitudes toward adoption have changed. Increasingly, people involved in adoptions want greater openness and access to information.

The Adoption Act provides for greater openness in adoption. Adopted persons and birth parents may apply to the Vital statistics Division to obtain copies of birth registrations and adoption orders.

ELIGIBILITY UNDER THE ADOPTION ACT

The option of filing an application for service is available to adopted persons 19 years of age or older and to birth parents when the adopted person has reached 19 years of age.

WHAT RECORDS ARE AVAILABLE TO ELIGIBLE APPLICANTS?

Persons who were born and adopted in Newfoundland and Labrador will receive a copy of their original birth registration in their birth name (including the name of any birth parent on record) and a copy of their adoption order provided a disclosure veto has not been filed. This relates to adoptions finalized prior to April 30, 2003.

Birth parents of persons born and adopted in Newfoundland and Labrador will receive a copy of the adopted person's original birth registration; the adopted person's birth registration following adoption (including any changes of name consequent to the adoption); and a copy of the adoption order.

Persons who were not born in Newfoundland and Labrador but were adopted in the province will receive a copy of the adoption order and any identification particulars of the adopted person. Similarly, birth parents of persons adopted in Newfoundland and Labrador but not born in the province will receive a copy of the adoption order and any identification particulars of the adopted person following the adoption.

Before an adoption order is released to a birth parent, all identifying information pertaining to adoptive parents is deleted to protect their right to privacy.

WHAT ARE THE FEES AND ACCOMPANYING IDENTIFICATION REQUIRED FOR THIS SERVICE?

For each search of records and a copy of a birth registration and adoption order, a fee of \$50.00 will apply. As proof of identity, applicants are required to attach a photocopy of their legal birth certificate to the Application for Service Pertaining to an Adopted Person or Birth Parent Form (a baptismal certificate is not acceptable). All applicants are requested to fill out this form to the best of their ability.

LIMITATIONS

When a search for an adoption order is successful but a disclosure veto has been filed the Vital Statistics Division will release adoption orders; however, identifying information of the person filing the disclosure veto will be deleted. Where a written statement has been filed by an adopted person or a birth parent who has filed a disclosure veto, the Vital Statistics Division will forward this statement to the other applicant.

When a search for an adoption order is successful but a no-contact declaration has been filed the Vital Statistics Division will contact the applicant and advise them of the situation. The applicant will be provided with a Statutory Declaration and Undertaking Form that will require notarization of the undertaking and specifies the conditions under which information will be released. Only after processing the undertaking will the adoption information be released. Any written statement filed with the no-contact declaration will be forwarded to the applicant upon application. Failure to submit the undertaking in the form required will result in the information not being released.

WRITTEN STATEMENT

In recognition of the importance of information to an adopted person or birth parent, the person filing a disclosure veto or no-contact declaration has the option of filing a written statement with the Vital Statistics Division. This written statement may include any information which the person chooses to disclose. Where a written statement has been filed by an adopted person or a birth parent, the Vital Statistics Division will forward this statement to the applicant upon completion of the processing of their application for birth registration and adoption order information. Forms are available from Government Service Centres/Departmental Offices as listed on the back of this application or may be downloaded from the government website: www.gs.gov.nl.ca/vs