



# Department of Communities

## APPLICATION FOR POST ADOPTION SERVICES

Form 303  
08/21

ID	REG

ADOPTION ACT 1994 (WA)

Please complete as many sections as you can, give full names, print clearly and tick appropriate boxes

<b>APPLICANT/S PERSONAL DETAILS</b>					
<b>APPLICANT 1</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>APPLICANT 2</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname .....			Surname.....		
Given Names .....			Given Names .....		
Date of Birth .....			Date of Birth .....		
Previous Name/s .....			Previous Name/s .....		
Any Alias Names (if applicable) .....			Any Alias Names (if applicable) .....		
Residential Address ..... ..... .....			Residential Address ..... ..... .....		
.....Post Code.....			.....Post Code.....		
Postal Address (if same write as above) ..... .....			Postal Address (if same write as above) ..... .....		
.....Post Code.....			.....Post Code.....		
Telephone (H)..... (W).....			Telephone (H)..... (W).....		
Mobile.....			Mobile.....		
Email address .....			Email address .....		
Do you want the Post Adoption Services to contact you by telephone? Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred <input type="checkbox"/>			Do you want the Post Adoption Services to contact you by telephone? Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred <input type="checkbox"/>		
Do you want the Post Adoption Services to contact you by email? Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred <input type="checkbox"/>			Do you want the Post Adoption Services to contact you by email? Yes <input type="checkbox"/> No <input type="checkbox"/> Preferred <input type="checkbox"/>		
Aboriginal or Torres Strait Islander Yes <input type="checkbox"/> No <input type="checkbox"/>			Aboriginal or Torres Strait Islander Yes <input type="checkbox"/> No <input type="checkbox"/>		
<p><b>ARE YOU:</b>    <input type="checkbox"/> An Adopted Person            <input type="checkbox"/> Birth Parent/s            <input type="checkbox"/> Adoptive Parent/s</p> <p>                  <input type="checkbox"/> Birth Sibling                            <input type="checkbox"/> Other Relative (Please specify).....</p> <p><i>Other relatives may apply for the Identifying adoption information on the following grounds: the adoptee cannot be found, the adoptee is deceased, the adoptive parents are deceased, or the birth parents are deceased. Applicants applying as a "birth sibling" or "other relative" must provide documentary proof of relationship and entitlement to receive information (i.e. applicant's own birth certificate and if relevant, death certificate of the deceased party).</i></p>					

**DETAILS OF ADOPTION (if known)**

The adoption was arranged by:

- State Welfare Department
- Solicitor  (Please specify).....
- Other  (Please specify).....
- Date of Adoption Order..... State in which Adoption Order granted.....

**DETAILS OF ADOPTED PERSON (if known)**

Name before adoption.....

Name after adoption.....

Date of birth..... Place of birth .....

**DETAILS OF ADOPTIVE PARENTS (if known)**

Name of adoptive mother.....

Date of Birth..... or Age.....

Name of adoptive father.....

Date of Birth..... or Age.....

**DETAILS OF BIRTH PARENTS - at time of adopted person's birth (if known)**

Name of birth mother.....

Date of Birth..... or Age.....

Name of birth father.....

Date of Birth..... or Age.....

**SERVICE REQUEST**

*Please indicate which service/s you wish to receive - see back page for a description of services*

- **Access to Original Birth Certificate with Adoption details**
  - **Access to Adoption Court Documents**
  - **Access to Non-identifying information**
  - **Implementation of Adoption Plan** (applies only to adoptions finalised after 1994)
  - **Message Box**   
(please read the extract of the Adoption Act 1994 Regulations before signing your declaration)
  - **Inter-country Liaison**
  - **Priority Outreach** (limited services; legal, medical or age-related grounds only)   
*Reason for priority outreach* .....
  - (Supporting documentation needs to accompany your application)**
  - **Contact or Information Veto Variation/Cancellation**   
(Please state details in Additional Information Section e.g. Person to whom the veto relates, type of veto and length of variation)
- I/We wish to  cancel  vary
- My/our contact/information veto against (please specify).....

**STATUTORY DECLARATION**

**APPLICANT/S**

I/We (name/s)

Of (home address)

.....Postcode .....

Employed as  
(Occupation)...../.....

**Do solemnly and sincerely declare that all facts contained herein are true and correct to the best of my knowledge and I have received and read a copy of Part 6 of the Adoption Regulations 1995 which contains provision relevant to the leaving of messages and any message/s left comply with these regulations. I make this solemn declaration under the Oaths, Affidavits and Statutory Declarations Act 2005.**

Signature:.....  
Applicant 1

Signature:.....  
Applicant 2

Declared at.....in the State of.....

This..... Day of ..... 20.....

**WITNESS**

Before me (print name of witness).....

*I certify that proof of identity was sighted/Certificate of Identity obtained, before witnessing the signing of this form*

Signature:.....

Title:.....

Stamp

**PEOPLE WHO CAN WITNESS THE STATUTORY DECLARATION:**

Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered secretary, Chemist, Chiropractor, Company auditor or liquidator, Court officer (Judge, magistrate, registrar or clerk), Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service), Dentist, Doctor, Engineer, Industrial organisation secretary, Insurance broker, Justice of the Peace, Lawyer, Local government CEO or deputy CEO, Local government councillor, Loss adjuster, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police officer, Post Officer manager, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate agent, Settlement agent, Sheriff or deputy Sheriff, Surveyor, Teacher, Tribunal officer, Veterinary surgeon

Or, Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made.

**PROOF OF IDENTITY:**

One of the requirements of the Adoption Act 1994 is that proof of identity must be shown to receive past adoptions services. Where a person is unable to provide sole proof then proof may be established through the provision of one document from **each** of the primary **and** secondary lists. Where the person is unable to fulfil this requirement then proof may be in the form of a Certificate of Identity.

**SOLE PROOF**

- Licence with photograph
- Current passport
- Tertiary education ID with photograph
- Public Service ID with photograph

**PRIMARY PROOF**

- Full birth certificate or extract
- Marriage certificate
- Naturalisation or Citizenship certificate
- Immigration papers
- Deed poll change of name document

**SECONDARY PROOF**

- Licence without photograph
- Medicare card
- Bank or credit card
- Tertiary education ID card without photograph
- Public Service ID card without photograph

- Land evaluation notice (current)
- Water or Council rate (current)
- Telephone, power or gas account (less than 6 months old)
- Bank, Building Society or Credit Union Statement (less than 12 months old)

**CERTIFICATE OF IDENTITY**

This may be in the form of a Statutory Declaration from a person who has known the applicant/s for a period of at least twelve months, and is unrelated to them.

**DESCRIPTION OF SERVICES**

• **Original birth certificate with adoption details**

Parties to an adoption, birth siblings and other relatives (in certain circumstances), can access the original birth certificate together with the adoption details. This may include details such as the adopted person's name at birth, place of birth, birth mother's name, adoptive parents' names, date of adoption, Order of Adoption number, and the child's name after adoption. Generally, the birth father's name does not appear on the certificate unless he was married to the birth mother at the time of the child's birth.

• **Adoption court documents**

These documents are the legal documents required to finalise the adoption. These may consist of the Order of Adoption, the Application for the Order of Adoption signed by the adoptive parents, the Form of Consent/Affidavit to the Adoption signed by the birth parent/s and the application to Dispense with Consent (if relevant). In most cases, the birth father will be named in these documents.

• **Non-Identifying information**

This is additional information from records held by the Department of Communities, Adoption Services that may provide details about the adoption and the relevant parties. The information may include physical descriptions, family history, education, occupation, birth details, general medical information, personal characteristics, interests and hobbies. It does not include identifying information such as names, addresses or dates of birth. Where possible, applicants will receive photocopies of their own records.

• **Priority Outreach**

An outreach is an approach made on behalf of the applicant to another party to request information or contact. Post Adoption Services can provide a limited outreach service to applicants who are not eligible to receive identifying information or in special circumstances where there are legal, urgent medical or age-related grounds.

• **Message Box**

A person can leave a message/photograph with Post Adoption Services. The message is either passed on, or kept at the Department until the person for whom it is intended makes contact with Post Adoption Services. The person for whom the message is intended is always given the opportunity to decide whether or not to accept the message. All messages are confidential.

• **Contact or Information Veto Variation/Cancellation**

A Contact Veto means a statement registered with Post Adoption Services by which a person forbids another person to contact them. A person who placed a Contact Veto prior to 1 June 2003 against another person is able to vary or cancel their Contact Veto at any time.

An Information Veto is a request that has been registered with Post Adoption Services, by a person who does not want the identifying information about the adoption released to another person. Amendments to the Adoption Act 1994 means that Information Vetoes placed prior to 1 June 2003 expired on 1 June 2005.

**Notes/Additional Information:**

.....  
.....  
.....  
.....

**Where to send your application form:**

**Post Adoption Services**  
Adoption Services  
Department of Communities  
Locked Bag 5000  
Fremantle 6959  
WESTERN AUSTRALIA

**How to contact us:**

Address: 5 Newman Court  
Fremantle 6959  
  
Telephone (Freecall): 1800 182 178

**(Original application form must be posted)**

Email: [adoptions@communities.wa.gov.au](mailto:adoptions@communities.wa.gov.au)

Web: [www.wa.gov.au](http://www.wa.gov.au) (search Adoption Services)

**Part 6 - Messages**

**51. When messages may be left**

For the purposes of section 79(1), a person may leave a message for another person in relation to an adoption —

- (a) if a person has obtained identifying information under the Act about another person but has not been able to locate that person;
- (b) if the CEO is providing mediation in relation to an adoption;
- (c) if a person has requested an information veto or a contact veto and wishes to leave information for a person who is affected by the veto; or
- (d) if a person is affected by an information veto or a contact veto and wishes to leave information for the person who requested the veto.

*[Regulation 51 amended in Gazette 30 Nov 2012 p.5779.]*

**52. How messages are to be left**

A person who wishes to leave a message is to —

- (a) apply to the CEO to do so in a form approved by the CEO;
- (b) satisfy the CEO as to his or her identity;
- (c) be either 18 or more years of age or provide, with the application, the written consent of each person with parental responsibility for the applicant to leave the message; and
- (d) before leaving a message, provide the CEO with a statutory declaration to the effect that —
  - (i) he or she has read the regulations in relation to leaving messages;
  - (ii) the message is of a kind that is provided for by regulation 51; and
  - (iii) the message does not identify a person in respect of whom an information veto has been lodged.

*[Regulation 52 amended in Gazette 30 Nov 2012 p. 5777 and 5779.]*

**53. Form of messages**

A message may be in such written or recorded form as is approved by the CEO.

*For example:* photographs, videotapes, audiotapes, and computer disks.

*[Regulation 53 amended in Gazette 30 Nov 2012 p. 5779.]*

**54. Information to be provided by CEO**

The CEO is to ensure that copies of the regulations in relation to messages are available to persons who apply under this Part to leave messages and that such persons are informed of any contact veto or information veto that is relevant to the application.

*[Regulation 54 amended in Gazette 30 Nov 2012 p. 5779.]*

**55. Notifications by CEO**

- (1) A person who is affected by an information veto or a contact veto and leaves a message for the person who requested the veto may also request the CEO to contact that person and advise him or her that a message has been left.
- (2) If —
  - (a) a person has requested an information veto or a contact veto and leaves a message for a person who is affected by the veto; and
  - (b) the person who is affected by the veto makes an enquiry to the CEO in relation to the adoption,the CEO is to advise the person affected by the veto that a message has been left.
- (3) If the person for whom a message has been left has been advised that the message has been left but has not collected the message, the person who left the message may request the CEO to remind the person of the message and the CEO may do so at such time as the CEO thinks is appropriate.
- (4) If a message is collected, the CEO is to notify the person who left the message of the fact and date of collection.

*[Regulation 55 amended in Gazette 30 Nov 2012 p. 5779.]*

**56. Messages confidential**

All messages left with the CEO under this Part are confidential and not to be inspected by or on behalf of the CEO except to the extent necessary to determine the sender and intended recipient of the message.

*[Regulation 56 amended in Gazette 20 May 2003 p. 1792; 30 Nov 2012 p. 5779.]*

**57. No obligation to collect messages**

A person does not have to collect a message if he or she does not wish to do so.

**58. Holding and collecting messages**

- (1) A message left with the CEO under this Part is to be held by the CEO until—
  - (a) the message is collected by the person for whom it was left; or
  - (b) the message is withdrawn by the person who left the message.
- (2) A person cannot collect a message unless —
  - (a) he or she satisfies the CEO as to his or her identity; and
  - (b) the person is 18 or more years of age or provides the written consent of each person with parental responsibility for the person to collect the message.

*[Regulation 58 amended in Gazette 30 Nov 2012 p. 5778 and 5779.]*