



Application for Post Adoption Services

Adoption Act 1994 Western Australia (WA)

Description of services you can request on this application

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.

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 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.

Outreach

An outreach is an approach made on behalf of the applicant to another party to request information or contact. Post Adoption Services can prioritise a request for outreach in special circumstances where there are legal, urgent medical or age-related grounds. Please provide supporting documents if you require a priority outreach for special circumstances.

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 contacts Post Adoption Services. The person for whom the message is intended is always given the opportunity to decide whether to accept the message. All messages are confidential.

Contact or information veto cancellation

A contact veto can be cancelled at any time. As of 2003, no new vetoes can be registered. Vetoes consist of a contact veto (a wish for no contact) or an information veto (prevented identifying adoption information being released). Amendments to the *Adoption Act 1994* mean that information vetoes placed prior to June 2003 expired in June 2005.

Once you have completed the application form, including the Statutory Declaration on Page 4, please attach a certified copy of your Proof of Identity documents (as referenced on the Statutory Declaration) and if applicable, attach your ***supporting documentation** (refer to bottom of page for more info) and forward either by email to adoptions@communities.wa.gov.au or post to:

Department of Communities
Post Adoption Services
Locked Bag 5000
Fremantle WA 6959
Australia (if posting from overseas)

Other relatives may apply for the identifying adoption information on the following grounds:

One or more of the parties to the adoption are deceased and you are the grandparent, descendant or sibling of the deceased party or the adoptee cannot be found.

***Supporting documentation must be provided by applicants applying as a 'birth sibling' or 'other relative' (for proof of relationship and entitlement to receive information)** i.e. a copy of the applicant's own birth certificate and if relevant, a copy of the death certificate for a deceased party to an adoption.

Applicant's personal details

Please note, while efforts have been made to sensitively use language in this document, there are instances, for the purposes of clarity, where terms such as 'birth parents', 'adoptive parent(s)' and 'adopted person' are used.

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

Are you a:

- ☐ Adopted person
☐ Birth parent
☐ Adoptive parent
☐ Birth sibling
☐ Other relative (Please specify)

Did the adoption occur in Western Australia?

- ☐ Yes
☐ No
☐ Don't know

Surname:

Given name/s:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Gender:

Previous name/s: (if any)

Any alias names: (if any)

Residential address:

Suburb/Town:

State:

Country: (if overseas)

Postcode:

Postal address: (if different to residential address)

Suburb/Town:

State:

Country: (if overseas)

Postcode:

Preferred contact method:

- ☐ Phone ☐ Email ☐ Either

Phone number:

Email address:

Are you Aboriginal or Torres Strait Islander?

- ☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander (TSI)
☐ Yes, both Aboriginal and TSI
☐ Unknown
☐ No
☐ Prefer not to answer

Details of adoption (if known)

The Adoption was arranged by:

- ☐ State Government department
☐ Solicitor: (Please specify)

- ☐ Other: (Please specify)

Date of adoption order:

D	D	M	M	Y	Y	Y	Y
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State in which adoption order granted:

Details of adopted person (if known)

D	D	M	M	Y	Y	Y	Y
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Details of adoptive parents (if known)

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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Details of birth parents – at time of adopted person's birth (if known)

[illegible]

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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Please tick below the applicable boxes for the service(s) you wish to receive:

- ☐ 1. Access to all available information (which consists of the below service requests numbered 2, 3 and 4 combined) or

☐ 2. Access to original birth certificate with adoption details

☐ 3. Access to adoption court documents

☐ 4. Access to non-identifying information

☐ 5. Outreach services

☐ 6. Priority outreach:

☐ Legal or

☐ Medical (please provide written proof from your legal representative or medical practitioner as supporting documentation when you submit your application form) or

☐ Age-related grounds (for applicant/s 70 years of age and over)

☐ 7. Implementation of adoption plan (only applies to adoptions finalised after 1994)

☐ 8. Message box (for further info read the extract from *Adoption Regulations 1995* on page 6)

☐ 9. Inter-country liaison (only applies to adopted people born overseas)

☐ 10. Cancellation of contact or information veto

I wish to cancel my Contact/Information Veto against (please specify name below):

Statutory declaration

Applicant I (Name in full)

of (Residential address)

Suburb State 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* (on page 6 of this application), 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

Declared at in the State/Country of

This day Month Year

Witness (Cannot be a relative of the applicant – see list below)

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

Business stamp of witness (if available)

Accessibility: If you find it difficult to hear or speak, you can contact us through the National Relay Services (NRS) by calling 133 677.

If you have any questions, please contact us via the details below:

Telephone: 1800 182 178 (free call)

Email: adoptions@communities.wa.gov.au

Our office is located at:

5 Newman Court
Fremantle WA 6160

For further information visit us online at: www.communities.wa.gov.au (then search for Adoption Services)

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 (magistrate, registrar or clerk)
- Defence Force officer
- Dentist
- Doctor
- Electoral officer (State – WA only)
- Engineer
- Industrial organisation secretary
- Insurance broker
- Justice of the Peace (any State)
- Lawyer
- Local government CEO or Deputy CEO
- Local government councillor
- Loss adjuster
- Marriage celebrant
- Member of Parliament
- Minister of religion
- Nurse
- Optometrist
- Patent attorney
- Physiotherapist
- Podiatrist
- Police officer
- Post Office 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.
- Any authorised witness for the State of Western Australia may also witness a Commonwealth statutory declaration, as long as they are in Western Australia at the time of witnessing – Schedule 2, Item 231 of the *Statutory Declarations Regulations 1993* (Commonwealth).

Proof of identity:

One of the requirements of the *Adoption Act 1994* is that proof of identity must be shown to receive Post 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
- ☐ Deed poll (change of name document)

Primary proof:

- ☐ Full birth certificate or extract
- ☐ Marriage certificate
- ☐ Naturalisation or citizenship certificate
- ☐ Immigration papers

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 notice (current)
- ☐ Phone, 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 at least 12 months and is unrelated to them.

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.

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.

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.

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.

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.

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.

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.

Refer to the full regulations at:

https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s4256.html&view=consolidated