



## GUIDANCE NOTES

### APPLICATION FOR BIRTH CERTIFICATE INFORMATION BEFORE ADOPTION

#### How to complete the form:

#### **Section 1 Your Current Details** - *(This section is mandatory)*

**1.1** Provide your current name and address.

**1.5** Provide a telephone number and email address for use if we need to contact you about your application.

#### **Section 2 Adopted before 12 November 1975**

**2.1** Local Authority – This is the Council you pay your Council Tax to.

**2.2** Adoption Support Agency (ASA) – An Adoption Support Agency must be registered with either OFSTED (England) or CSSIW (Wales). Please be aware there may be a charge for their services. You must supply the name and address of your chosen ASA or VAA in section 7 if they have agreed to assist you.

**2.3** GRO Southport - General Register Office, Smedley Hydro, Trafalgar Road, Southport, Merseyside PR8 2HH.

#### **Section 3 Adopted on or after 12 November 1975**

**3.1** After a change in legislation, if you were adopted on or after 12 November 1975 you are not required to see an adoption advisor. However you can choose to see one if you wish. Please tick the appropriate box

#### **Section 4 Adopted on or after 12 November 1975**

**4.1** If you have chosen not to see an adoption advisor, proof of your current address is required and must be sent in with the application form. All documents must be originals and show a recent date. Examples are: a utility bill, bank statement or a letter from another government department. We will return any original documents to you.

#### **Section 5 Your Adoption Details** - *(This section is mandatory)*

**5.1** Provide the details relating to your adoption

#### **Section 6 Your Original Birth Details**

**6.1** Provide the details relating to your birth *(if known)*

#### **Section 7 Adoption Support Agency (ASA) or Voluntary Adoption Agency (VAA) Details**

**7.1** If you have chosen an ASA or VAA in Section 2 please provide their details

#### **Section 8 Declaration**

**8.1** By completing section 8 you are declaring you are the adopted person to whom the particulars relate and the information and evidence provided is true.

The completed application form should be posted to the Registrar General at the General Register Office, Adoptions, Room C202, Smedley Hydro, Trafalgar Road, Southport, Merseyside PR8 2HH.

Please allow 20 working days from receipt of the application at GRO for the application to be processed.

If you do not already have our information sheet 'How to Apply for Birth Certificate Information Before Adoption' you can obtain a copy at [www.gov.uk](http://www.gov.uk) or contact this office by email or telephone: