



**APPLICATION FOR BIRTH CERTIFICATE INFORMATION BEFORE ADOPTION**

**Use this application form if you are currently living outside the United Kingdom**

**Please use the Guidance Notes when completing this form.**

In order to apply for birth certificate information before adoption you must be 18 years or over and have been adopted in England or Wales. **Only the adopted person can apply for this information.**

If you already know your birth information you may be able to apply for a copy of your original birth certificate. Please contact this office for advice.

A record of your adoption must be held by the Registrar General in order to go through this process.

**GRO does not charge for this service. However charges may be incurred by an Overseas Agency.**

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

1.1	Title	
1.2	Surname	
1.3	Forename(s)	
1.4	Full Address including Country and Postcode / Zip Code	
1.5	Telephone Number	
1.6	Email Address	

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

If you were adopted before 12 November 1975 you **must** attend a meeting with an approved adoption advisor.

**2.1** Please email [adoptions@gro.gov.uk](mailto:adoptions@gro.gov.uk) or telephone +44(0) 300 123 1837 (option 8) for information on your nearest organisation or other options available to you.

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

If you were adopted on or after 12 November 1975, but before 30 December 2005, you can choose whether to see an adoption advisor or not

**3.1** Do you wish to see an adoption advisor?  
*(If yes, please refer to section 2.1 above)*

YES

NO

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

If you were adopted on or after 12 November 1975 and have chosen **not** to see an adoption advisor, you **must** provide proof of your current address e.g. utility bill, current bank statement or a letter from another government department. All documents must be original and dated within the last 3 months.

**4.1** Please tick the box to confirm you have included proof of your current address

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

5.1	Adopted Surname	
5.2	Adopted Forename(s)	
5.3	Date of Birth	
5.4	Adoptive Mother/Parent	
5.5	Adoptive Father/Parent	
5.6	Date of Adoption <i>(if known)</i>	

**Section 6 - Your Original Birth Details** *(if known)*

6.1	Birth Surname	
6.2	Birth Forename(s)	
6.3	Birth Mother	
6.4	Birth Father	

**Section 7 - Overseas Agency Details** *(if applicable – see Section 2)*

7.1	Name	
7.2	Full Address and Postcode / Zip Code	
7.3	Country	
7.4	Telephone Number <i>(if known)</i>	
7.5	Email Address	

**Section 8 - Declaration**

8.1	<p>I declare that I am the adopted person to whom the above particulars relate, and the information supplied is true to the best of my knowledge and belief, and that the evidence enclosed is an <b>original document</b>.</p> <p><b>Signed:</b> ..... <b>Date:</b> .....</p>	
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***For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies***

*Any personal information you provide to us will be handled in accordance with data protection legislation. Further information on how we process your personal information can be found at <https://www.gov.uk/government/publications/hmpo-privacy-information-notice>*



## 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 You may be able to see an adoption advisor in the country in which you live. Alternatively, if you intend to visit the UK we will be able to advise on the options available to you.

#### **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 Overseas Agency Details**

7.1 If you have chosen an adoption advisor in the country where you live, please provide their details if they have agreed to assist you.

#### **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:

Email: [adoptions@gro.gov.uk](mailto:adoptions@gro.gov.uk)

Telephone: 0300 123 1837