

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Birth Information and Tracing Application Form for Relevant Persons

Birth Information and Tracing Act 2022

Birth Information and Tracing Application Form

for Relevant Persons Tusla, Child and Family Agency

Please use this form to apply for an Information Service if you are one of the following:

- **A relevant person** (see information box below)
- **A son/daughter of a relevant person** (a son or daughter of a relevant person who is deceased is known as a qualifying person)

**Please see appendix 2 for more details.*

- **A next of kin** (A next of kin of a relevant person where the relevant person died as a child while resident in a mother and baby home or institution, also known as a qualifying relative)

**Please see appendix 2 for more details.*

The four categories of “relevant person” for the purpose of obtaining information are:

- a) an adopted person (16 years or over)
- b) a person who is, or suspects they are, the subject of an illegal birth registration,
- c) a person who was nursed out or boarded out or suspects they may have been nursed out or boarded out
- d) a person who does not fall into any of the above categories but who resided as a child in an institution listed in the Act.

Please Note: A relevant person who was adopted from another country (intercountry) must make an application directly to the Adoption Authority of Ireland

Please use this form to apply for a Tracing Service if you are one of the following:

- **A relevant person** (see box below)

The four categories of a “relevant person” for the purpose of tracing are:

- a) an adopted person (18 years or over)
- b) a person who is, or suspects they are, the subject of an illegal birth registration,
- c) a person who was nursed out or boarded out or suspects they may have been nursed out or boarded out
- d) a person who does not fall into any of the above categories but who resided as a child in an institution listed in appendix 1.

Sections of the form:

Section 1: Applicant details

Section 2: Previous enquiries

Section 3: Information service

Section 4: Tracing service

Section 5: The Contact Preference Register

Section 6: Applicant's signature and identification

Section 7: Applicant's Permission for Authorised Person

Please read this important note before completing your application:

Please use **BLOCK CAPITALS** when filling in this form

*By completing this application form you, or the person authorised by you, will help us to register your application for an information or tracing service, or both, depending on the option(s) you choose.

We understand that because of the personal and sensitive nature of the information you are providing, you may have questions about the form. If you do, please feel free to contact us at Tel: 0818 44 55 00 where we will be happy to assist you.

This application can be returned to the following address: PO box 13018 Dublin 15 Ireland

Section 1: Applicant details

(If you are acting on behalf of the Applicant, please provide the applicants details below, and provide your own details in Section 1- Part B)

Please tick the appropriate box(es) (you can tick more than one box)

Relevant persons:

Category:	Tick below:
A. I was adopted in Ireland, and I am 16 years of age, or over Name of Adoption Agency (if known): _____	<input type="checkbox"/>
B. I was born in Ireland and placed for adoption in another country Name of other country (if known): _____	<input type="checkbox"/>
C. My birth was incorrectly/illegally registered Any details of place of birth (if known): _____	<input type="checkbox"/>
D. I was nursed or boarded out or in a mother and baby home or county home/ institution Name of home/institution (if known): _____	<input type="checkbox"/>

I am a son/daughter of a relevant person: *please note a son/daughter may only apply for information.

Category:	Tick below:
I am a son/daughter of a relevant person (listed above) who is now deceased	<input type="checkbox"/>
From the above categories, which best describes the deceased relevant person? Category A Category B Category C Category D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I am a next of kin:

Category:	Tick below:
I am a next of kin of a relevant person (where the relevant person died as a child while resident in a mother and baby home or institution) Name of the mother and baby home/institution the child was resident in? _____ Relationship to the child _____	<input type="checkbox"/>

Section 1

Applicant Details continued

First Name:	Surname:
Any other names you may be known by or may have used in the past:	
Date of Birth	(e.g., 01/01/1964)
Address: (please include Eircode, if known)	
Phone: Landline:	Mobile:
Email Address:	

Relevant person/child's Information

***This section should only be filled out by a son/daughter of a relevant person or next of kin of a child who died in an institution.** Please note we will use this information to assist us in locating the relevant records. *(If you know that the relevant person previously sought information or requested a trace, please state this in Section 2, Previous Enquiries).*

First Name:	Surname:
Any other names they may be known by/have used in the past (where applicable):	
Date of Birth (if known)	Approximate age while in the home/agency or boarded out/ on historical records (if known)
Any details about the place of birth/ name of the home or agency or institution where the person may have spent time (if you do not have information, please leave this space blank):	

Parent/Carer's Information

Please note we will use this information only to assist us in locating your record and we will not contact your parent/carer.

1st parent/ carer's name:	2nd parent/carer's name:
Address of parent/carer at the time you were placed with them:	

Section 2: Previous Enquiries

Have you previously looked for information, traced, or had contact with a relative (either on your own or through another agency)?

Yes No

If you answered 'Yes' please give details

How would you like us to communicate with you?

Email Post Telephone Text

*Please note we can only send acknowledgements by email or post. Please confirm if you wish to receive an acknowledgement Yes No

Section 2 – Part B

If you are an authorised person acting on behalf of the applicant, please give your details below

First Name:	Surname:
Date of Birth	(e.g., 01/01/1964)
Address: (please include Eircode if known)	
Phone: Landline:	Mobile:
Email Address:	

Note: By completing Section 1 – Part B you are confirming that the applicant has authorised you to act on their behalf. Please note that we will reply directly to the relevant person, rather than to the person mentioned in section 1- Part B.

Section 3: Information Service

If you are seeking information from a file/record, please complete this section. **If you are not applying for information and wish to apply for a tracing service only, please skip to Section 4**

Please tick the box(es) of the information you are applying for (you can tick as many boxes as you wish): (Please see appendix 1 for guidance)

Category of Information:	Tick below:
If you wish to apply for all the information which follows please tick the box directly across.:	<input type="checkbox"/>
Birth Certificate (THIS APPLIES ONLY TO A RELEVANT PERSON)	<input type="checkbox"/>
Birth information	<input type="checkbox"/>
Early life information	<input type="checkbox"/>
Care information	<input type="checkbox"/>
Medical information	<input type="checkbox"/>
Provided items	<input type="checkbox"/>
Medical Information relating to genetic relatives only* (If you wish to receive this information you can access it from your nominated doctor. Please fill in your doctor's details below)	<input type="checkbox"/>

Genetic Medical Information Requests

(It is important to know if you are seeking this information you will need to supply your doctor's details).

Doctor's Details	
Name:	
Address:	
Email address:	
Phone Number:	

Section 4: Tracing Service

If you do not require a tracing service, please skip to Section 5

Please tick **one** box only beside the person you wish to trace/ search for:

Category of person traced:	Tick below:
Mother	<input type="checkbox"/>
Father	<input type="checkbox"/>
Brother / Sister	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>
Aunt	<input type="checkbox"/>
Uncle	<input type="checkbox"/>
First Cousin	<input type="checkbox"/>

If you have any details about the person you are tracing, please provide them below. This will assist us in our search for the person you are tracing.

Please note: In the case of the adoptive parent this person will be traced for the purpose of requesting or providing information only.

Person you wish to search for:

First Name:	Surname:
Any other names they may be known by or have used in the past (if known):	
Date of Birth (if known):	(e.g., 01/01/1964)
Agency/home/institution (if known):	Place of birth (if known):

Please provide any details you may know about the person or people sought or any other persons related that could help us in our search for you:

Section 5: The Contact Preference Register (CPR)

The Contact Preference Register (CPR) was created in 2022 and has replaced the National Adoption Contact Preference Register (NACPR).

The main purpose of the Contact Preference Register is to enable information sharing and contact between family members who have been separated either through adoption, being boarded out/at nurse, or those who resided in an institution or had their births illegally registered. The Register also provides you with an opportunity to lodge a contact preference, including a request for privacy. As an applicant to the register, you can lodge an item (letter, photograph etc.) for a specified person, which will be given to that person if they too join or have previously joined the register.

If you previously joined the NACPR your details will automatically transfer to the CPR. This includes the contact preferences you chose on your application form for the NACPR. If you would like to update your preferences or any other details, such as your address or telephone number, please complete an application to the CPR and return it to the Adoption Authority. Once received, the Authority will update your details on the CPR.

If you did not join the old National Adoption Contact Preference Register, we would recommend that you apply for the new register.

If you would like to join or update your details on the CPR, please click [here](#), or visit the Birth Information and Tracing website where you can find more information and complete or download the new Contact Preference Register application form.

Website: birthinfo.ie

You can also request a CPR application form by emailing the Adoption Authority at: records@aai.gov.ie or by post: **AAI, PO Box 9957, Dublin 4.**

Section 6: Applicant's signature and identification

Photo identification and proof of address:

We need a photo identification and proof of address to process this application to ensure we can keep your data safe and always protected. We can only process applications when we have verified your identity. Please provide one form of photo ID and one form of proof of address (This documentation DOES NOT need to be certified).

Accepted photo ID includes:

(Please tick one of these boxes)

Category:	Tick Below:
Passport	<input type="checkbox"/>
Driver's Licence	<input type="checkbox"/>
Garda Age Card	<input type="checkbox"/>
Public Services Card	<input type="checkbox"/>

Proof of Address:

(Please tick one of these boxes)

Category:	Tick Below:
Utility bill	<input type="checkbox"/>
Bank statement	<input type="checkbox"/>
Revenue letter	<input type="checkbox"/>

Signature:

Please print your name _____

Please sign your name _____

We may need additional information to process your application and we will contact you if needed.

Data Protection/GDPR Notification

By completing this application form, you (the applicant) have provided Tusla, the Child and Family Agency and the Adoption Authority of Ireland with your personal data (personal information) or the personal data of someone that you have authorised to act on your behalf, to provide access to information and/or to provide a tracing service in accordance with the Birth Information and Tracing Act, 2022.

Your privacy is important to us, and it is important to us that you understand exactly why we need to collect information about you (your personal data) and what we will use it for. We have provided you with the Information and Tracing Data Protection Notice which details this information.

Section 7: Authorised Person

If you are an authorised person acting on behalf of the applicant, please give your details below

First Name:	Surname:
Date of Birth	(e.g., 01/01/1964)
Address: (please include Eircode if known)	
Phone: Landline:	Mobile:
Email Address:	

Note: By completing Section above you are confirming that the applicant has authorised you to act on their behalf. Please note that we will reply directly to the relevant person, rather than to the person noted above.

Appendix 1: Information released under the Birth Information and Tracing Act 2022

Birth certificate	means a document issued under section 13(4) of the Civil Registration Act 2004 (short and long version if available).
Birth information	means, in relation to a person, the following information relating to the person at the time of his or her birth: <ul style="list-style-type: none"> (a) the date, place and time of his or her birth; (b) his or her sex; (c) his or her forename and surname; (d) the forename, surname, birth surname, address, occupation, date of birth, civil status and, where applicable, former surname of his or her mother; (e) the birth surname of his or her mother's mother; (f) the forename, surname, birth surname, address, occupation, date of birth, civil status and, where applicable, former surname of his or her father; (g) the birth surname of his or her father's mother;
Care information	subject to <i>subsection (2)</i> , means, in relation to a person who, at any time in the period following his or her birth and ending on the date on which he or she attained the age of 18 years, was the subject of a care arrangement, information in relation to the care arrangement, and includes— <ul style="list-style-type: none"> (a) the name of any person who was a party to the care arrangement, (b) where the person was cared for as a resident of an institution specified in the <i>Schedule— appendix 1</i> <ul style="list-style-type: none"> (i) the name of the person in charge of the institution, and (ii) where the person was cared for in a part of the institution, the name of the person in charge of that part, at the time the care was provided, (c) the place at which the care was provided, (d) the dates on which the care arrangement commenced and ceased, and (e) the name of the person who made the care arrangement;
Medical information	means, in relation to a person, information relating to his or her medical history
Genetic relative information	means, in relation to a person the following information: <ul style="list-style-type: none"> (a) whether the person has a genetic relative, or had such a relative who is deceased; (b) where the person has a genetic sibling or had such a sibling who is deceased— <ul style="list-style-type: none"> (i) the sex of the genetic sibling, and (ii) whether the genetic sibling is or was older or younger than the person;
Medical information relating to a genetic relative	Medical information relating to a genetic relative includes the medical history of their relevant parent or genetic relative. This information is only provided in cases where the information involves a genetic or heredity medical condition that is relevant for the maintenance of the relevant person's health.

<p>“incorrect¹ birth registration information (also known as unlawful/illegal/illegal adoption)</p>	<p>means, in relation to a person who is or has been the subject of an incorrect birth registration—</p> <p>(a) the circumstances under which the person became the subject of an incorrect birth registration, and</p> <p>(b) the name of the person who made arrangements for the incorrect birth registration</p>
<p>Early-Life Information</p>	<p>subject to <i>subsection (2)</i>, means, in relation to a person, information that relates to him or her at any time in the period following his or her birth and ending on the date on which he or she attained the age of 18 years and includes—</p> <p>(a) the place at which he or she resided and the dates during which he or she resided at that place,</p> <p>(b) where applicable, information relating to his or her baptism or any other ceremony of a religious or spiritual nature performed in the period in respect of him or her, which shall include, where available—</p> <p>(i) information on the date and place of the baptism or ceremony,</p> <p>(ii) in the case of his or her baptism—</p> <p>(I) the certificate of baptism, and</p> <p>(II) the entry in a register of baptisms,</p> <p>and</p> <p>(iii) in the case of any other ceremony of a religious or spiritual nature performed on him or her, any equivalent document to a document specified in <i>subparagraph (ii)</i>,</p> <p>(c) his or her birth weight,</p> <p>(d) information on his or her health, physical or emotional development,</p> <p>(e) information on any medical treatments, procedures or vaccinations administered to him or her,</p> <p>(f) the duration of the period during which his or her mother remained with him or her in the same place of residence, and the dates on which that period commenced and ended,</p> <p>(g) information on whether he or she left the place referred to in <i>paragraph (f)</i> with, or separately from, his or her mother,</p> <p>(h) information on whether any person, being a parent or other genetic relative of him or her, visited or inquired in relation to him or her, which information includes the degree of relationship of the other person to him or her, but does not include the name of the other person,</p> <p>(i) information on whether any person made arrangements for the adoption of the person, whether or not an adoption was effected in respect of him or her, which information includes the name of the person who made the arrangements, and</p> <p>(j) where an adoption was effected in respect of him or her, the name of each adoptive parent;</p>

¹ Incorrect is the term used in the legislation however the term illegally registered is the more accepted term.

<p>Provided item</p>	<p>means an item, including a letter, photograph, memento or other document or object held by a relevant body that was provided, whether to the Agency, Authority or any other person, by or on behalf of a parent or genetic relative of a relevant person, or another person involved in the provision of care of the relevant person, for the purpose of it being made available to the relevant person in the event that it were to be sought by or on behalf of him or her, whether the items have been so provided before, on or after the date on which—</p> <p>(a) this section comes into operation, or</p> <p>(b) the relevant person became a relevant person,</p> <p>and includes an item lodged in accordance with <i>section 39(1) subject to this section, a person may-(a) when making an application under section 38 (3), or (b) where there is an entry in the register in respect of him or her, lodge with the authority information or an item which the person wishes to be shared with such person as he or she may specify.</i></p> <p>(NB. Section b above and reference to section 39(1) applies to the Adoption Authority only)</p>
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Appendix 2: Eligibility as the son or daughter or the next of kin of a relevant person

Son or daughter

The son or daughter of a relevant person is termed a “qualifying person” in the Act.

You can make an application for information if the relevant person (your parent) is deceased, and the relevant person’s parents are also deceased (your grandparents).

Next of kin

The next of kin of a relevant person is termed “a qualifying relative” under the Act.

You may make an application for information if the relevant person died as a child in an institution.

For the purposes of an application, “next of kin” can mean one of the following:

- a deceased relevant person’s mother or father.
- The relevant person’s brother(s) or sister(s), if the deceased relevant person’s parents are deceased the relevant person’s uncle or aunt, if the relevant person’s parents and siblings (if any) are deceased
- The relevant person’s niece(s) or nephew(s), if the relevant person’s parents, siblings (if any), and aunts and uncles (if any) are deceased,

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