

# Adoption entry information application

## Before submitting your application

- The birth or adoption is registered in Queensland and I have been unable to complete this form online at [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).
- I have included a **certified copy** of the authorisation from Adoption and Permanent Care Services (or from the interstate or overseas agency where the adoption was processed).
- I have completed the application form.
- I have signed the 'who is applying' section of the application form.
- I have indicated where I want the certificate/search result(s) posted to in the delivery section of the application form.
- I have included the required proof of ID and any supporting documents with my application form (see the proof of ID list).

**By post:** all copies of my proof of ID and any supporting documents have been certified as being 'a true and correct copy' by a qualified witness.

**In person:** all of my proof of ID and any supporting documents are the **originals**, to be sighted by staff.

- I know the estimated cost for the certificate(s) and search information ordered—for a current list of fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).
- I understand that after the Registry of Births, Deaths and Marriages (RBDM) receive my application they will contact me—within 5 business day—with the total amount for my order and tell me how to make payment.

## Submitting your application

Your application will take longer if your documents are not correct. Submit your application form either:

- by post, with a certified copy of the authorisation from Adoption and Permanent Care Services and certified copies of proof of ID to

**Registry of Births, Deaths and Marriages**  
**PO Box 15188**  
**CITY EAST QLD 4002**

- in person take your completed application form, **original** proof of ID and authorisation from Adoption and Permanent Care Services to any of the following locations
  - Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane
  - one of our agents at a Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP) office.



## Proof of ID (identification)

Copies of Proof of ID documents sent to us by post with your application must be certified as a true and correct copy by a qualified witness—do not send original proof of ID by post. If you apply in person at the Brisbane registry customer service centre or nearest Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP), customer service officers are able to sight your original proof of ID.

When applying by post the following persons are qualified witnesses and are able to certify photocopies of documents:

In Australia	Outside Australia
<ul style="list-style-type: none"> <li>• Justice of the Peace</li> <li>• Commissioner for Declarations</li> <li>• Barrister or Solicitor</li> <li>• Notary Public</li> </ul>	<ul style="list-style-type: none"> <li>• Notary Public</li> <li>• Australian Embassy officer</li> <li>• Australian Consulate officer</li> </ul>

You must provide **3 forms of current ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

If you currently live overseas, you may use the local equivalent for the ID items listed.

For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

This list is not exhaustive. Please contact the registry to discuss other types of ID that may be accepted.

### Types of ID (categories)

Personal ID	Community ID	Home address evidence
<input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<input type="checkbox"/> Medicare card <input type="checkbox"/> Concession or Healthcare card <input type="checkbox"/> Student ID <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Salary advice or payslip <input type="checkbox"/> Private Health Provider ID card <input type="checkbox"/> Defence Force or Police Service photo ID card <input type="checkbox"/> Australian Firearms licence <input type="checkbox"/> Document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration certificate <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p><b>Provide only the page containing your name and current home address details.</b></p> <input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent/lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Registration or driver licence renewal notice <input type="checkbox"/> Recent official correspondence from Government service providers (not from this agency) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice

(Version 1)

# Adoption entry information application

Office use only

Court/QGAP details:

Effective as of dd/mm/yyyy

Births, Deaths and Marriages Registration Act 2003

Adoption Act 2009

**Proof of ID for the person applying is required—please complete the application form in full and sign in the who is applying section.**

## 1. Order details *To view fees visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm)*

**Authorisation from Adoption and Permanent Care Services**

I have attached a **certified copy** of the authorisation

To apply for certificate(s) and search results you must have an authorisation letter from Adoption and Permanent Care Services. Certificates will be stamped 'Not To Be Used For Official Purposes'. If the birth father (or parent) is not shown on the entry in the birth register, we may not be able to search for their birth, marriage or death information and will not charge you.

### Pre-adoption certificate for

Original birth entry of adopted person (stamped)  Current birth certificate (legal identity document)

**First name**

**Middle name(s)**

**Family name**

**Place of birth** *if known*

**Date of birth** *if known* DD MM YYYY

Birth certificate for birth mother (stamped)

**First name**

**Middle name(s)**

**Family name**

**Place of birth** *if known*

**Date of birth** *if known* DD MM YYYY

Birth certificate for birth father/parent (stamped)

**First name**

**Middle name(s)**

**Family name**

**Place of birth** *if known*

**Date of birth** *if known* DD MM YYYY

### Pre-adoption search results for *Search results will be in the form of a letter*

Marriage of birth mother  Death of birth mother

**First name**

**Middle name(s)**

**Family name**

**Place of event(s)** *if known*

**Date of event(s)** *if known*

Continue to next page

**Pre-adoption search results for** *Search results will be in the form of a letter*

Marriage of birth father/parent  Death of birth father/parent

<b>First name</b>	
<b>Middle name(s)</b>	
<b>Family name</b>	
<b>Place of event(s)</b> <i>if known</i>	
<b>Date of event(s)</b> <i>if known</i>	

**Post-adoption certificate for**

Current birth record as registered in the adopted children's register (stamped)

<b>First name</b>	
<b>Middle name(s)</b>	
<b>Family name</b>	
<b>Place of birth</b> <i>if known</i>	
<b>Date of birth</b> <i>if known</i>	DD MM YYYY

**Post-adoption search results for** *This will be in the form of a letter*

Marriage of adopted person  Death of adopted person

**2. Who is applying** *Your details as shown on your proof of ID documents and on the authorisation*

<b>First name</b>	
<b>Family name</b>	
<b>Your signature</b>	sign here
<b>Your relationship to the adopted person named on the authorisation</b>	<input type="checkbox"/> Adopted person <input type="checkbox"/> Adoptive parent <input type="checkbox"/> Birth parent <input type="checkbox"/> Other (please specify) _____
<b>Home address</b> <i>Street, suburb, state and include country if not Australia</i>	
	<b>Postcode</b>
<b>Date of application</b>	<b>*Contact number</b> <i>mobile preferred</i>
<b>*Email</b>	

\*By providing an email address and mobile number, I consent to the use of that email address and mobile number for RBDM to provide me with electronic information and for contact by SMS and email that relates to this application. I understand that it is my responsibility to ensure that I have nominated a secure email address to RBDM to send any related correspondence to. I acknowledge that it is my responsibility to ensure the security of that information upon receipt of it.

**Continue to next page**

#### 4. Delivery details

<b>Type of delivery</b>	<input type="checkbox"/> Standard post (no additional fee) <input type="checkbox"/> Registered post <input type="checkbox"/> Express post <input type="checkbox"/> International registered post
<b>Where certificate is to be posted</b>	<input type="checkbox"/> Post to me at my home address on page 2 <b>OR</b> <input type="checkbox"/> Post to the delivery details below:
<b>First name</b>	
<b>Family name</b>	
<b>Postal address</b> <i>include country only if not Australia</i>	
	<b>Postcode</b>
<b>Estimated cost for the order</b>	After receiving your application we will confirm what certificate(s) and information we have available for you within 5 business days. Then contact you with the total amount for your order and information about how to make payment.

#### Privacy statement

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application for adoption entry information under the *Births, Deaths and Marriages Registration Act 2003* and *Adoption Act 2009*. The information on this form may be provided to law enforcement agencies and to government and nongovernment agencies for verification of the data. Access to this information or a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements for the purposes of the Act. To obtain details about the access and rights of access to this information contact the registry within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3022 6100** (+10 hours UTC). For general information about the registry visit [www.qld.gov.au/rbdm](http://www.qld.gov.au/rbdm).