



**Supreme Court**  
of New South Wales

# Application for Adoption Information

You should complete this form if making an application for Adoption information.

The “*Adoption Act 2000 No 75, Chapter 8 Adoption Information*” sets out the different kinds of information that may be prescribed:

(a) for different classes of persons to whom the information relates, or

(b) for different classes of persons to whom the information is supplied under the Act.

A fee of \$76.00\* is payable for each file searched. There is also a records retrieval fee payable of \$101.00\*.

\*Fees are prescribed under the Civil Procedure Regulation 2017 and are current up to and including 01 July 2025.

## Select Applicant's entitlement:

- ☐ Adoptee      ☐ Adoptive Parent      ☐ Birth Parent      ☐ Interested Party  
☐ Relative of Deceased Adoptee

## Court file details: (please complete)

File number:

Child's Name before Adoption:

Child's Name after Adoption:

Date of Adoption Order:

## Statutory Declaration / Affirmation:

On..... I, .....<insert full name>,

of.....<insert address>,

declare / affirm:

I am making this request as: (☒ tick appropriate box)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | The litigant in person - identification showing current address will be required –<br>i.e. driver's licence or other photo identification; a Copy of the original (pre-adoption) birth certificate (if applicable), a copy of amended birth certificate (if applicable) with a copy of marriage certificate (if applicable)<br><br><b>AND</b> an authority of the Director General of the Family and Community Services to supply information. ie: <b>Adoption Information Certificate</b> with an amended (post-adoption) birth certificate. |
| <input type="checkbox"/> | Solicitor acting for the Applicant (see guidelines to determine if supply authority is required)  |
| <input type="checkbox"/> | Other (see guidelines to determine if supply authority is required)   |

## Details of Person Making this Request:

Name:

Solicitor Firm (if applicable):

Contact number:

Email address:

Signature: \_\_\_\_\_

Dated        /        /

I am seeking information regarding:

I have included an authority of the Director General of the Family and Community Services to supply information / Adoption Information Certificate ((where applicable) – please refer to guidelines to determine requirement of such))

#DECLARED #AFFIRMED at

Signature of applicant \_\_\_\_\_

Name of witness

Address of witness

Capacity of witness        [#Justice of the peace #Solicitor #Barrister #Commissioner for affidavits  
#Notary public]

And as a witness, I certify the following matters concerning the person who made this declaration / affirmation (the **applicant**):

- 1        #I saw the face of the deponent. [OR, delete whichever option is inapplicable]  
          #I did not see the face of the deponent because the deponent was wearing a face covering, but I am satisfied that the deponent had a special justification for not removing the covering.<sup>1</sup>
- 2        #I have known the deponent for at least 12 months. [OR, delete whichever option is inapplicable]  
          #I have confirmed the deponent's identity using the following identification document:

\_\_\_\_\_  
Identification document relied on (may be original or certified copy)<sup>2</sup>

Signature of witness \_\_\_\_\_

<sup>[1]</sup> The only "special justification" for not removing a face covering is a legitimate medical reason (at April 2012).]

<sup>[2]</sup> "Identification documents" include current driver licence, proof of age card, Medicare card, credit card, Centrelink pension card, Veterans Affairs entitlement card, student identity card, citizenship certificate, birth certificate, passport or see [Oaths Regulation 2011](#) or refer to the guidelines in the NSW Department of Attorney General and Justice's "[Justices of the Peace Handbook](#)" section 2.3 "Witnessing an affidavit" at the following address: <http://www.jp.nsw.gov.au/Documents/jp%20handbook%202014.pdf> ]