

**Important:** Please read this guide thoroughly before starting the application process. Applications that are not complete or correct will be returned and the processing of the application will be delayed.

## **General Information**

The Adoption Disclosure Register is a service that allows adult adopted persons and eligible birth relatives to place their name on a Register to obtain and exchange contact information in order to reunite with one another.

In order for an exchange of contact information to occur, both the adopted person and the eligible birth relative must be named on the Register. If you are an adopted person, you may specify the eligible birth relatives with whom you wish to exchange contact information.

In the event that both you and your relative are named on the Register, the contact information you provide in Part B of the application form will be given to your relative. In turn, your relative's contact information will be given to you.

Due to the voluntary nature of the Adoption Disclosure Register, it can take months and may take years for a register match between an adopted person and an eligible birth relative to occur. It is also possible that the person with whom you wish to exchange contact information may not apply to be named on the Adoption Disclosure Register. If the person who you wish to contact is not named on the Adoption Disclosure Register, your name will remain on the Register and you will be notified if and when it is confirmed that your relative is also named on the Register.

If you applied to the Adoption Disclosure Register prior to April 24, 2006, you will continue to be named on the Register. You do not need to re-apply.

If you wish to remove your name from the Adoption Disclosure Register, or update your information on the Register, including the list of eligible birth relatives with whom you wish to exchange contact information, you must use the *Application to Update Information or Remove Name from the Adoption Disclosure Register*.

## **Who is eligible to apply?**

Adopted persons 18 years of age or older may apply to be named on the Register in order to be matched with an adult birth sibling, a birth parent or a birth grandparent.

The following birth relatives may apply to be named on the Adoption Disclosure Register in order to be matched with an adult adopted person:

- a birth sibling of an adult adopted person where the birth sibling is 18 years of age or older;
- a birth parent;
- a birth grandparent.

## **Completing the Application Form**

The application form has five parts. Please fill out all of the information requested to the best of your ability by printing clearly in blue or black ink. **Some sections of the application form may not apply to you and should be left blank.**

## **Part A: Applicant Information**

### **Applicant Name**

Please print your current, legal surname (your last name), your first name and any middle names you may have in the section provided.

### **Applicant Gender**

Check the box on the form to indicate whether you are male or female.

### **Date of Birth**

Enter your date of birth in the space provided. You must be at least 18 years of age to apply.

### **Mailing Address**

Enter your mailing address in the space provided. A mailing address is necessary so we can mail you the results of your application. This address will be used for **all** correspondence relating to your application.

### **Daytime Telephone Number**

Enter a daytime telephone number where you can be contacted during regular business hours. Check the box to indicate whether a message can be left for you at this number.

If it is not possible to leave a message at the daytime number you have listed, or if there is another telephone number where you may be reached (such as a cell phone number), enter that telephone number on the form. If you do not have an alternate telephone number, leave that space blank.

### **Additional Information about the Applicant**

You must check the box on the form to indicate if you are:

- An adopted person 18 years of age or older
- A birth sibling of an adopted person and you are 18 years of age or older
- One of the following birth relatives:
  - i. Birth Mother
  - ii. Birth Father
  - iii. Maternal Grandmother
  - iv. Maternal Grandfather
  - v. Paternal Grandmother
  - vi. Paternal Grandfather

### **Birth Relative List**

This section applies to adopted persons only. Do not fill out this section if you are a birth relative.

If you are an adopted person, you must indicate the birth relative(s) with whom you wish to exchange contact information by checking the appropriate box. You may check more than one box.

## **Part B: Contact Information**

The information you provide in Part B of the application will be entered on the Adoption Disclosure Register, and will be given to the person(s) with whom you wish to exchange contact information in the event that the other party is named on the Register.

Please indicate how you wish to be contacted by your relative in the event that both of you are named on the Register, by checking the boxes and filling out those sections that apply to you.

Please ensure that you check **all** methods of contact that you wish to be entered on the Register and fill out the applicable sections. The person with whom you wish to exchange contact information will receive **only** the contact information you provide in this section of the application form.

## **Part C: Information About the Adopted Person *AFTER* Adoption**

### **Instructions for Adopted Persons**

If you are adopted please fill in the following information in the sections provided:

- **Name** – Enter your legal surname (last name), first name, and middle name(s) at the time of adoption. This is your name as it appears on the adoption order.
- **Sex** – Check the box to indicate whether you are male or female.
- **Date of Birth** – Enter your date of birth.

Please fill in the remaining information in this section to the best of your ability. Additional information requested in this section of the application may help speed the application process, but is not required.

### **Instructions for Birth Relatives**

If as a birth parent, a birth grandparent or a birth sibling, you are aware of some of the particulars of the adopted person after adoption, please provide those details in this section. Otherwise you may leave this section blank.

## **Part D: Information about the Adopted Person *PRIOR* to Adoption**

### **Instructions for Adopted Persons**

If you are adopted and know your birth name, are aware of some of the particulars of your birth parents or other details prior to your adoption, you may provide those details in this section. Otherwise, you may leave this section blank.

### **Instructions for Birth Relatives**

If you are a birth parent, a birth grandparent or a birth sibling, please fill in the information requested in this section to the best of your ability. Please try to include at a minimum:

- **Name of Adopted Person** - Enter the adopted person's legal surname (last name), first name, and middle name(s) at the time of their birth.
- **Sex** – Check the box to indicate whether the adopted person is male or female
- **Date of Birth** – Enter the date of birth of the adopted person. You may enter an approximate date if the exact date of birth is not known.
- **Name of Birth Mother** – Enter the birth mother's name at the time the birth took place.

Additional information requested in this section of the application may help speed the application process, but is not required.

## **Part E: Signed Statement by the Applicant**

The applicant must sign and date the application as indicated in Part E in order for it to be processed.

### **Mailing Instructions**

Mail your completed application to:

Custodian of Adoption Information  
PO Box 654  
77 Wellesley Street West  
Toronto ON M7A 1N3

If you have any questions please contact:

Service Ontario  
Toll-free: 1 800 461-2156 or  
Toronto: 416 325-8305