

Guide to Completing an Application for a Copy of an Adoption Order

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

Adopted persons who are at least 18 years of age and adoptive parents may apply to receive a copy of an adoption order relating to the adopted person. Information that may reveal the identity of a birth parent will be removed from the copy of the adoption order that is provided by the person making the request.

A request for an adoption order may be made in regard to an adoption that was registered in Ontario.

Who is eligible to apply?

The following people may apply to receive a copy of an adoption order:

- adopted persons 18 years of age or older;
- an adoptive parent.

Completing the Application Form

The application form has four sections. 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 will 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. Adopted persons must be 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;
- an adoptive parent.

Part B: Information About the Adopted Person *AFTER* Adoption

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

Part C: Information About the Adopted Person *PRIOR* to Adoption (If Known)

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

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

Part D: Signed Statement by the Applicant

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

Mailing Instructions

Mail your completed application to:

Custodian of Adoption Information
P.O. Box 654
77 Wellesley St. West
Toronto ON M7A 1N3

If you have any questions please contact:

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