

Adopted Person's Guide for Completing and Submitting an Application to Register or Withdraw a No Contact Notice under the *Vital Statistics Act*

Important: Please read through this guide thoroughly before starting the application process. Incomplete information may result in delays in processing your request.

Introduction:

The following information outlines your options when making a request to **Register a No Contact Notice** or a **Withdrawal of a previously registered No Contact Notice**. If you are adopted and the adoption is registered in Ontario, you may apply to register a No Contact Notice.

If you are applying as a birth parent, please refer to the Birth Parent's Guide. If you require additional information about the adoption information disclosure reforms taking place in Ontario, such as information about a Disclosure Veto or a Notice of Contact Preference, please see our website www.ServiceOntario.ca select "Health and Social Services" link on the left hand side of the home page and click on to Adoption Information Disclosure.

No Contact Notice:

As an adopted person 18 years of age or older, you may apply to register a No Contact Notice indicating that you do not wish to be contacted by one of your birth parents. You do not need to know the name of your birth parent when applying to register a No Contact Notice. Once the No Contact Notice is registered, the Registrar General is prohibited from disclosing the identifying information contained in your birth records and registered adoption order to the birth parent identified in the Notice until he or she agrees, in writing, not to contact you. Once the No Contact Agreement has been signed by the birth parent, your identifying information will be released to him or her along with the No Contact Notice.

You must make separate applications to register a No Contact Notice if you want it to apply to both birth parents.

IMPORTANT INFORMATION

Please read prior to submitting your application.

When a **No Contact Notice** you file is registered, it replaces any No Contact Notice, Disclosure Veto or Contact Preference Notice intended for the same person that you previously filed and is currently in effect.

If you have previously filed a No Contact Notice and wish to change information in the statement about your personal, family or medical history (pages 4 and 5 of the application), you must submit a new application to **Register a No Contact Notice**. Only the new Notice will be in effect and information contained in the new statement, if completed, will be disclosed to an entitled birth parent.

Withdrawal of a No Contact Notice:

Once a No Contact Notice has been registered you may apply to withdraw the No Contact Notice.

IMPORTANT INFORMATION

Please read prior to submitting your application:

When a **No Contact Notice Withdrawal** you file is registered, it causes the No Contact Notice intended for the same person, which you previously filed, to no longer be in effect.

Completing an application to register or withdraw a No Contact Notice:

The application has several sections. Please fill in all the information requested to the best of your ability by printing clearly in blue or black ink.

Some areas of the application will not apply to you and should be left blank.

Applicant's Name and Mailing Address (Page 1 of the application):

Please indicate your current legal surname (your last name) and your first and any middle names you may have. Your legal name is usually the name on your current birth certificate.

A mailing address is necessary so we can contact you in case additional information is required.

A telephone number is optional. If provided it may be used to contact you if clarification is required. If you do not wish to be contacted by phone, leave blank.

Service Requested (Page 1 of the application):

Request only one service type either to Register a No Contact Notice or to Withdraw a No Contact Notice. If you select more than one service type, your application will not be accepted and will be returned for correction.

Register a No Contact Notice: Select this option if you are applying to register a No Contact Notice intended for one of your birth parents or to replace a previous No Contact Notice. If you wish to change information on a previous statement included with a No Contact Notice, you must replace the old No Contact Notice by registering a new No Contact Notice. When replacing a previously filed No Contact Notice, if possible, please provide the date of your previous application to register a No Contact Notice.

Withdraw a No Contact Notice: Select this option only if you have previously filed a No Contact Notice and now wish to withdraw the No Contact Notice. If possible, please provide the date of your previous application to register a No Contact Notice.

Additional Information Included with this No Contact Notice (Page 1 of the application): When applying to register a No Contact Notice, you may provide a brief statement about your medical history on page 4 and a brief statement about your reasons for not wanting to be contacted and/or any family history on page 5 (See sec. 48.4 (4) of the *Vital Statistics Act*). If you plan to provide additional information as outlined above, please indicate the type of information by checking the appropriate box in this section of the application.

Identification of the Applicant (Page 1 of the application): Please use this section to confirm you are the adopted person by checking only the box beside adopted person in this section of the application.

Who should this No Contact Notice or Withdrawal apply to? (Page 1 of the application): As the adopted person requesting to register or withdraw a No Contact Notice, you must indicate the birth parent you do not want contact with by checking **one box** in this section. If you check more than one box, your application will not be accepted and will be returned for correction.

Information about the Adopted Person After Adoption (Page 2 of the application):

As the adopted person, please fill in the information requested to the best of your ability. Please try and include at a minimum: your legal surname (last name) and first name, sex, date of birth, place of birth (country, province/state, city and/or town), legal surname (last name) of adoptive parents after adoption, and birth registration number found on your birth certificate, if known (e.g. 1954 05 234567).

Additional information requested in this section of the application may help us to process your application more quickly.

Information about the Adopted Person Before the Adoption (Page 2 of the application): Note: This area is intended primarily for applicants who are birth parents. If, as an adopted person, you are aware of some of the particulars of your birth parents, or birth details prior to adoption, please provide those details in this section. Otherwise, as the adopted person, you may leave this section blank.

Register a No Contact Notice (Page 3 of the application):

(Please skip this section if you are only withdrawing a No Contact Notice)

If you are making a request to register a No Contact Notice please complete this section of the application form.

Please include the date of your application and the new name you were given when you were adopted. Hint: if you changed your name due to marriage or as a result of any other legal name change, indicate your name **before** this change.

You must indicate the birth parent you do not want to be contacted by, by checking **one box** in this section. Do not check the "Adopted Person" box (the box that you check should be the same box that you checked previously in the "Who should this No Contact Notice or Withdrawal apply to?" section on page 1 of the application). If you check more than one box, your application will not be accepted and will be returned for correction.

Once the No Contact Notice is registered, if the parent the notice is intended for requests and is entitled to disclosure of your identifying information and agrees, in writing, not to contact you, a copy of the Notice along with any statement (pages 3, 4 and 5 of the application form) will be given to that birth parent by the Registrar General.

Statement (Pages 4 and 5 of the application):

(Please skip this section if you are only withdrawing a No Contact Notice.)

If you indicated on page 1 of the application that you are providing additional information, you may add that information in the space provided in this section.

You may provide a brief statement about your reasons for not wanting to be contacted by the birth parent. You may also provide a brief statement about your medical history and/or any family history.

Please note: Any information you may have provided in a previously filed No Contact Notice, Disclosure Veto or Contact Preference Notice for the birth parent indicated on page 3, will no longer be provided to him or her. If you would like to include this information, you must re-insert it in this statement.

Please print or type clearly in blue or black ink and do not exceed the allocated space. The Registrar General can only accept the written text you supply in the space provided. Any additional material cannot be included with the application and will not be accepted by the Registrar General.

- Do not include any information in this statement that you don't want disclosed.
- The **Notice** and any statement will not be provided to a person if you withdraw the **No Contact Notice** and the withdrawal is registered before disclosure happens.
- The **Notice** and any statement will not be provided to a person if you submit a new **No Contact Notice** and the new **Notice** is registered before disclosure happens. You can include a new statement with a new **No Contact Notice**.
- The **Notice** and any statement will not be provided to a person if you later submit a **Disclosure Veto** or a **Notice of Contact Preference** and it is registered before disclosure happens.
- The **Notice** and any statement including the "Notice to the recipient of the statement" that appears below the statement will be provided to the person it is intended for, if he or she applies for and is entitled to your Post Adoption Birth Information.
- Any statement of medical history included with the **Notice** may be provided to a person who is a member of your birth family in the case of a severe medical illness.

Withdraw a No Contact Notice (Page 6 of the application):

(Please skip this section if you are making a request to register a No Contact Notice)

Once a No Contact Notice has been filed you may apply to withdraw the No Contact Notice by completing this section of the form.

Please include the date of your application and the new name you were given when you were adopted. Hint: if you changed your name due to marriage or as a result of any other legal name change, indicate your name **before** this change.

Please check only **one box** to confirm who the No Contact Notice was intended for. Do not check the “Adopted Person” box (the box that you check should be the same box that you checked previously in the “Who should this No Contact Notice or Withdrawal apply to?” section on page 1 of the application). If you check more than one box, your application will not be accepted and will be returned for correction.

Once the No Contact Notice Withdrawal is registered, if the birth parent the notice is intended for requests and is entitled to disclosure of your identifying information, the Registrar General will disclose identifying information to that parent. A copy of the statement (pages 4 and 5 of the application form), if completed, that was included with the No Contact Notice that was withdrawn will not be given to the birth parent.

Signed Statement by the Applicant (Page 7 of the application):

As the applicant, you must sign and date the application as indicated on page 7 in order for it to be processed.

Under the *Vital Statistics Act*, if you wilfully make or cause to be made a false statement in this application, you may, on conviction, be liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years less a day or both.

Mailing Instructions

Once you have completed your application, you must mail it to:

Office of the Registrar General
PO Box 9000
Thunder Bay ON
P7B 0A5

The Registrar General cannot accept applications that have been faxed, e-mailed or hand-delivered.