

Birth Parent'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 gave a child for adoption and the adoption is registered in Ontario, you may apply to register a No Contact Notice. If you are applying as an adopted person, please refer to the Adopted Person'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 the birth parent named on an adopted child's original Ontario birth registration, you may apply to register a No Contact Notice indicating that you do not wish to be contacted by the adopted person. Once the No Contact Notice is registered, the Registrar General is prohibited from disclosing your identifying information contained in the adopted person's original birth registration and registered adoption order to the adopted person until he or she agrees, in writing, not to contact you. Once the No Contact Agreement has been signed by the adopted person, your identifying information will be released to him or her along with the No Contact Notice. The adopted person must be at least 18 years old to apply for disclosure.

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 a new statement, if completed, will be disclosed to an entitled adopted person.

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 was 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 telephone, 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 the adopted person 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 that you are a mother or father/other parent (see below) named on the original birth registration by checking only **one box** in this section. If you check more than one box, your application will not be accepted and will be returned for correction.

Other Parent: A child's birth can be registered with either one or two parents named on the birth registration. "Other parent" was a category of parent added to birth registration forms in 2007. It means a person who consents to be acknowledged by the mother as the parent, if the biological father is unknown and the child was born of assisted conception with an anonymous sperm donor.

Adoptive Parent who Gave up A Child for Adoption: If you adopted a child and then gave the child up for adoption, you may protect your privacy rights by filing a No Contact Notice indicating that you do not wish to be contacted by the adopted person. You will only be eligible to file a No Contact Notice if the child was subsequently adopted. If you fit into this category, fill out this application as though you were a birth parent named on the original registration.

Note: Adoptive parents are not entitled to disclosure of adoption related information.

Who should this No Contact Notice or Withdrawal apply to? (Page 1 of the application): As the birth parent, this section does not apply to you and should be left blank.

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

Note: This area is intended primarily for applicants who are adopted. If, as a birth parent, you are aware of some of the particulars of your adopted child after the adoption took place, please provide those details in this section. Otherwise, as the birth parent, you may leave this section blank.

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

As the birth parent, please fill in the information requested to the best of your ability. Please try and include at a minimum: Adopted person's last name and first name given to them at the time he or she was born, sex, date of birth (approximate date if exact date is not known), birth registration number found on the adopted person's birth certificate, if known (e.g. 1954 05 234567) and mother's name as it appears on the original birth registration.

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

Register of 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 indicate the date of your application and your name as it appears on the adopted person's original birth registration (the name you had at the time of the adopted person's birth). Hint: if you changed your name due to marriage or as a result of any other legal name change **after** the adoption, indicate your name **before** this change.

You must indicate that you do not want to be contacted by the Adopted Person by checking the **Adopted Person box** in this section. If you check any other box, your application will not be accepted and will be returned for correction.

Once the No Contact Notice is registered, if the adopted person 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 the adopted person 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 adopted person. 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 adopted person, 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 your name as it appears on the adopted person's original birth registration (the name you had at the time of the adopted person's birth). Hint: if you changed your name due to marriage or as a result of any other legal name change **after** the adoption, indicate your name **before** this change.

Please check only the **Adopted Person box** to confirm who the withdrawal applies to. If you check any other box in this section, your application will not be accepted and will be returned for correction.

Once the No Contact Notice Withdrawal is registered, if the adopted person requests and is entitled to disclosure of your identifying information, the Registrar General will disclose identifying information to the adopted person. 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 adopted person

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.