

Guide to Completing an Application for Non-identifying Information Relating to an Adoption

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 and other eligible persons may apply to receive Non-identifying Information relating to an adoption. Non-identifying Information includes information relating to an adoption where any information that may reveal the identity of a person other than the person who requests the information is removed. Non-identifying Information may include any of the following:

- background information relating to an adopted person's birth parents, birth grandparents, birth siblings and other birth family members;
- background information relating to an adopted person's adoptive parents and adoptive family;
- the circumstances leading to an adoption placement;
- the details relating to the birth of the adopted person;
- the care received by the person prior to an adoption placement;
- the developmental progress of the adopted person;
- the date of an adoption placement or of an adoption order;
- the name of the children's aid society or of the licensee responsible for the adoption placement.

A request for Non-identifying Information may be made in regard to:

- an adoption that was registered in Ontario;
- an adoption registered in a jurisdiction outside of Ontario where the adopted person was born in Ontario and an adoption file exists in Ontario; or
- Where the adopted person was born outside of Ontario and the adoptive parents are residents of Ontario

Who is eligible to apply?

The following people may apply to receive Non-identifying Information relating to an adoption:

- adopted persons 18 years of age or older;
- an adopted person under 18 years of age with the consent of his or her adoptive parent;
- an adoptive parent;
- a birth parent;
- a birth grandparent;
- a birth sibling who has reached 18 years of age;
- a child of a deceased adopted person if the child has reached 18 years of age;
- a sibling of a birth parent, if the sibling has reached 18 years of age.

Adopted persons may also request Non-identifying Information regarding a birth sibling who is also adopted. Adopted persons must submit one application for their own Non-identifying Information and a separate application for that of their adopted birth sibling.

Completing the Application Form

The application form has five 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 without the consent of an adoptive parent. If you are an adopted person under 18 years old, your adoptive parent must provide his or her consent by completing Part D of the application form.

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 adopted person under 18 years of age with the consent of your adoptive parent;
- an adoptive parent;
- a birth parent (you must check the box to indicate if you are a birth mother or a birth father);
- a birth grandparent (you must check the box to indicate if you are a maternal or paternal grandparent);
- a birth sibling who has reached 18 years of age;
- a child of a deceased adopted person and you are 18 years of age or older;
- a sibling of a birth parent, and you are 18 years of age or older.
- an adopted person 18 years of age or older, applying to receive Non-identifying Information regarding a birth sibling who is also adopted.

Part B: 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 Parents

If as a birth parent 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.

Instructions for Birth Relatives

If as a birth relative 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 C: 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 Parents

If you are a birth parent 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.

Instructions for Birth Relatives

If you are a birth relative and know the birth name of the adopted person, or are aware of some of the particulars of the adopted person's birth parents, or other birth details prior to the adoption, please provide those details in this section. Please try to include at a minimum:

- **Name of Birth Mother** - Enter the birth mother's name at the time the birth took place.
- **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.

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

Part D: Consent of Adoptive Parent for Minor Adopted Person

If you are an adopted person and you have not reached 18 years of age, your adoptive parent must provide his or her consent by completing the consent form in Part D of the application. This form must be signed by your adoptive parent.

Please note that the Custodian of Adoption Information may contact the adoptive parent who signs the consent form.

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
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