



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

**The National Adoption
Contact Preference Register (NACPR)**

Application Form B

**Fill in this form if you are a birth family relative
seeking contact with an adopted person¹**

¹For ease of reading the form, adopted includes informally adopted people, before-1952 placements and people who were boarded-out, fostered or possibly illegally registered.

Application Form B: Birth family seeking contact with an adopted person

Please read the [NACPR information leaflet](#) carefully before you complete this form.

This form has 8 sections.

1. [About this form](#)
2. [Your current personal details](#)
3. [Details of the relative you would like to contact](#)
4. [What level of contact do you want to have with this person?](#)
5. [Other contact options](#)
6. [Identification and signature](#)
7. [Checklist](#)
8. [If you are searching for more than one adopted person](#)

Section 1: About this form

All the information you provide here, you provide on a voluntary basis. We encourage you to give us as much information as possible. The more information we have to work with, the greater the chances are that we will help you make a match with relatives.

Where do I send the completed form and identification?

You can send it by:



Email: tracing@aai.gov.ie



Post: PO Box 9957, Dublin 4

About the words used on this form

We have tried to use terms (words) that would suit everyone involved in adoption. We use the term 'birth' to refer to the 'natural birth' mother and 'natural birth' father. This is for ease of use, and because it is generally the term used in adoption-related literature internationally. We use the term 'applicants' for people who register with the NACPR.

Verifying your identity

To protect the privacy of everyone who joins the NACPR, we must first verify your identity.

We will ask you to provide certified identification documents when you first contact us. We may also ask for you to verify your identity again if we feel it is necessary.

How do I get my identification document certified in Ireland?

You will need to get your documents certified – signed and stamped – by a Garda (police officer) or a solicitor.

You can go to your local Garda (police) station and get your document certified (stamped) for free, or you can go to a solicitor and pay a nominal fee.

Here's what you have to do:

1. Photocopy your chosen identification document.
2. Bring the photocopy and the original document to a Garda (police) station or solicitor.
If you live outside Ireland, please see information below.
3. A Garda or the solicitor or will check that the photocopy is a true copy of the original and will stamp the photocopy.
4. Send the stamped (certified) photocopy of the identification document (not the original document) to us along with your completed application form. The address to send it to is PO Box 9957, Dublin 4.
5. If you prefer, you can email it to us at tracing@aai.gov.ie to discuss.

If you live outside Ireland

If you live outside Ireland, you may be able to get your document certified using a Document Certification or other relevant service. This service can verify that the copy of your original identification document is a true copy.

The types of documents we accept


The types of personal identification we accept are:

- Passport
- Driving Licence (including provisional licence)
- Public Services Card
- Student Card
- GP Visit Card
- Senior Citizens Travel Pass
- Pension Book


Finding it difficult to have your identification certified? Tell us

If you find it difficult to have your identification certified as a true copy of the original, please contact us for help. In some limited cases, we may accept an application without formal, certified identification.

You can contact us by:

 Email: tracing@aai.gov.ie

 Post: PO Box 9957, Dublin 4

 Phone: 00353 1 230 9300

Please read our [information leaflet](#) for more information on this.

What happens after I send in my application form?

We will write to you to say that we have received your application and verified your identity. If we find a potential match on the NACPR, one of our social workers will contact you. For more information, please see our [information leaflet](#).

Please read our [NACPR privacy statement](#) to find out how we process personal data.

Section 2: Your personal details

Please provide your email address or postal address, so we can confirm that we have received your application form.

Title:

First name(s):

Last name:

Maiden name (if applicable):

Date of birth:

Email address:

Postal address:

Phone number (landline or mobile):

Do you consent to us contacting you at this email address? Yes or No

Do you consent to us contacting you at this postal address? Yes or No

Do you consent to us contacting you by phone? Yes or No

If you do not consent to us contacting you using any of the information above, please give alternative contact details here.

Section 2 continued

Have you nominated a friend or family member to complete this form on your behalf?

Yes or No

If you answered yes to this question, please see our [information leaflet](#) for steps on what to do.

Please indicate your status by ticking one of the boxes below

I am a birth mother

I am a birth father

I am a birth relative or other relevant person of an adopted person

Please give your relationship to the adopted person: (brother, sister, half-brother, half-sister, aunt, uncle, grandparent, cousin, niece, nephew, other)

Section 3: Details of the relative you would like to contact

Relative 1

Please give as much information as you can.

Name:

Date of birth:

Or age:

If you are unsure of this information, please give a rough idea of the date of birth or age and say that you are unsure.

You can use the space below to add any information which might help us link you with the relative you are looking for.

Please do not use the space to ask for information. If you have questions, please write them on a separate sheet of paper and send that to us with this form.

Section 4: What level of contact do you want to have with this person?

Contact options – you can tick more than one:



Yes contact options

Exchange of letters, medical and/or background information or other information:

Contact by email or telephone:

Willing to meet:



No contact options

No contact, but willing to share medical and/or background information:

(See section below on sharing information)

No contact at the moment:

If you have picked any of the 'No contact' options, would you like to be told discreetly if the other person joins this register and is looking for you?

Please pick Yes or No

Sometimes a birth family member will give medical information on their application form.

If you have picked the 'No contact' option, would you like us to tell you discreetly about medical information that may be relevant to you? (Please select one of the boxes below.)

Note: We will check carefully the identity of anyone who contacts us.

Yes, I would like the Adoption Authority of Ireland to contact me discreetly with medical information received from my birth family.

No, I would not like the Adoption Authority of Ireland to contact me discreetly with medical information received from my birth family.

Section 4 continued

Sharing information

Please use this space to give any medical or background information you would like to share. If you need more space, please write on a separate page.

Section 5: Other contact options

If someone other than the relative you have named in Section 3 joins the register looking for you, would you like to be told discreetly?

Yes, I would like to be told discreetly.

Yes

No, I am only interested in the person I have named in Section 3.

No

Section 6: Identification and signature

I, the Applicant, consent to my scanned written signature or my electronic signature or my typed signature being used by the Adoption Authority of Ireland to authorise my agreement to the information provided on this form.

By signing this form, I acknowledge that to the best of my knowledge, all information given by me is true and accurate. I also confirm that the personal identification provided by me is true and accurate.

Please pick Yes or No

What form of identification are you sending with this application? (See page 4.)

Signed:

Date:

Note: This is an extremely serious and sensitive matter for those involved. The Adoption Authority will report any person who misuses this form to An Garda Síochána.

Section 7: Checklist

Have you signed and dated the form at Section 6? Yes or No

Have you included a certified copy of your identification?

Please do not send original documents. Yes or No

If you have nominated a friend or family member to complete this form on your behalf:

Have you included certified identification for the friend or family member who is helping you? Yes or No

Have you included a separate letter as described in the information leaflet? Yes or No

Where do I send the completed form and identification?

You can send it by: Email: tracing@aai.gov.ie; Post: PO Box 9957, Dublin 4

Section 8:

Use this section if you are searching for more than one adopted person

Relative 2

Please give as much information as you can.

Name:

Date of birth:

Or age:

If you are unsure of this information, please give a rough idea of the date of birth or age and say that you are unsure.

You can use the space below to add any information which might help us link you with the relative you are looking for.

Please do not use the space to ask for information. If you have questions, please write them on a separate sheet of paper and send that to us with this form.

Section 8: Relative 3

Please give as much information as you can.

Name:

Date of birth:

Or age:

If you are unsure of this information, please give a rough idea of the date of birth or age and say that you are unsure.

You can use the space below to add any information which might help us link you with the relative you are looking for.

Please do not use the space to ask for information. If you have questions, please write them on a separate sheet of paper and send that to us with this form.

Section 8: Relative 4

Please give as much information as you can.

Name:

Date of birth:

Or age:

If you are unsure of this information, please give a rough idea of the date of birth or age and say that you are unsure.

You can use the space below to add any information which might help us link you with the relative you are looking for.

Please do not use the space to ask for information. If you have questions, please write them on a separate sheet of paper and send that to us with this form.

Section 8: Relative 5

Please give as much information as you can.

Name:

Date of birth:

Or age:

If you are unsure of this information, please give a rough idea of the date of birth or age and say that you are unsure.

You can use the space below to add any information which might help us link you with the relative you are looking for.

Please do not use the space to ask for information. If you have questions, please write them on a separate sheet of paper and send that to us with this form.

Thank you for filling in this application form.

We will contact you soon.

[NACPR privacy statement](#)

The Adoption Authority of Ireland will treat all information and personal data that you provide as confidential, in line with our legal obligations.



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