

Adoption entry information application

Before submitting your application

- The birth or adoption is registered in Queensland.
- I have read how to apply and I am eligible, visit www.qld.gov.au/rbdm.
- I have included a **certified copy** of the authorisation from Adoption and Permanent Care Services (or from the interstate or overseas agency where the adoption was processed).
- I have signed the 'who is applying' section of the application form.
- I have completed the application form in full—including the reason for the application and where the certificate(s) is to be posted.
- I have provided certified copies of required proof of ID (details on page 2) and supporting documents (as required) with my application form.
- I know the estimated cost for the certificate(s) and search information ordered—for a current list of fees visit www.qld.gov.au/rbdm.
- I understand that after the Registry of Births, Deaths and Marriages (RBDM) receive my application they will contact me with the total amount for my order and tell me how to make payment. Read about the refund policy, visit www.qld.gov.au/RBDMrefundpolicy.

Submitting your application

Your application will take longer if your documents are not correct. Submit your application form either:

- by post, with a certified copy of the authorisation from Adoption and Permanent Care Services and certified copies of proof of ID to
Registry of Births, Deaths and Marriages
PO Box 15188
CITY EAST QLD 4002
- in person take your completed application form, **original** proof of ID and authorisation from Adoption and Permanent Care Services to any of the following locations
 - Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane
 - one of our agents at a Queensland Magistrates Court (except the Brisbane Magistrates Court) or Queensland Government Agent Program (QGAP) office.



Proof of ID (identification)

Copies of Proof of ID documents sent to us by post with your application must be certified as a true and correct copy by a qualified witness—do not send original proof of ID by post. If you apply in person at the Brisbane registry customer service centre at Level 32, 180 Ann Street, Brisbane, customer service officers are able to sight your original proof of ID.

When applying by post the following persons are qualified witnesses and are able to certify photocopies of documents:

In Australia	Outside Australia
<ul style="list-style-type: none"> Justice of the Peace Commissioner for Declarations Barrister or Solicitor Notary Public 	<ul style="list-style-type: none"> Notary Public Australian Embassy officer Australian Consulate officer

You must provide **3 forms of ID**:

- 1 from each category below; **OR**
- 2 from Community ID **and** 1 from the Home address evidence categories below.

All forms of ID must either be:

- current**—document has an expiry date, is valid, and not past the expiry date; **OR**
- recent**—document does not have an expiry date, and was issued no more than 6 months before being submitted to us.

If you currently live overseas, you may use the local equivalent for the ID items listed. For documents not in English, you must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

This list is not exhaustive. Please contact the registry to discuss other types of ID that may be accepted.

Types of ID (categories)

Personal ID	Community ID	Home address evidence
<input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<input type="checkbox"/> Medicare card <input type="checkbox"/> Concession or Healthcare card <input type="checkbox"/> Student ID <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Salary advice or payslip <input type="checkbox"/> Private Health Provider ID card <input type="checkbox"/> Defence Force or Police Service photo ID card <input type="checkbox"/> Australian Firearms licence <input type="checkbox"/> Document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration certificate <input type="checkbox"/> Birth certificate (does not expire) <input type="checkbox"/> Security guard or crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p>Only provide the page with your name and current home address details. If the home address evidence provided is older than 6 months, we may still accept it.</p> <input type="checkbox"/> Utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent or lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Vehicle registration or driver licence renewal notice from the last 12 months <input type="checkbox"/> Official correspondence from Government service providers (not from us) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice from the last 12 months

(Version 2)

Adoption entry information application

Office use only

Court/QGAP details:

Effective as of 24/06/2024

Births, Deaths and Marriages Registration Act 2023

Adoption Act 2009

Proof of ID for the person applying is required—please complete the application form in full and sign in the who is applying section.

1. Order details *To view fees visit www.qld.gov.au/rbdm*

Authorisation from Adoption and Permanent Care Services

I have attached a **certified copy** of the authorisation

To apply for certificate(s) and search results you must have an authorisation letter from Adoption and Permanent Care Services. Certificates will be stamped 'Not To Be Used For Official Purposes'. If the birth father (or parent) is not shown on the entry in the birth register, we may not be able to search for their birth, marriage or death information and will not charge you.

Pre-adoption birth certificate for

Original birth entry of adopted person without sex shown (stamped) Current birth certificate (without sex shown)

First name

Middle name(s) *if any*

Family name

Place of birth *if known*

Date of birth *if known* DD / MM / YYYY

Birth certificate for birth mother or parent without sex shown (stamped)

First name

Middle name(s) *if any*

Family name

Place of birth *if known*

Date of birth *if known* DD / MM / YYYY

Birth certificate for birth father or parent without sex shown (stamped)

First name

Middle name(s) *if any*

Family name

Place of birth *if known*

Date of birth *if known* DD / MM / YYYY

Pre-adoption search results for birth mother or parent *Search results will be in the form of a letter*

Marriage Death

First name

Middle name(s) *if any*

Family name

Place of event(s) *if known* Marriage: -
Death: -

Date of event(s) *if known* Marriage: -
Death: -

Continue to next page

Pre-adoption search results for birth father or parent *Search results will be in the form of a letter*

<input type="checkbox"/> Marriage <input type="checkbox"/> Death	
First name	
Middle name(s) <i>if any</i>	
Family name	
Place of event(s) <i>if known</i>	Marriage: - Death: -
Date of event(s) <i>if known</i>	Marriage: - Death: -

Post-adoption birth certificate for adopted person

<input type="checkbox"/> Current birth record as registered in the adopted children's register without sex shown (stamped)	
First name	
Middle name(s) <i>if any</i>	
Family name	
Place of birth <i>if known</i>	
Date of birth <i>if known</i>	DD / MM / YYYY

Post-adoption search results for adopted person *This will be in the form of a letter*

<input type="checkbox"/> Marriage <input type="checkbox"/> Death
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2. Who is applying *Your details as shown on your proof of ID documents and on the authorisation*

First name(s)	
Family name	
Your signature	sign here
Your relationship to the adopted person named on the authorisation	<input type="checkbox"/> Adopted person <input type="checkbox"/> Adoptive parent <input type="checkbox"/> Birth parent <input type="checkbox"/> Other (please specify) _____
Home address <i>street, suburb, state and include country if not Australia</i>	
	Postcode
Date of application	*Contact number <i>mobile preferred</i>
*Email	

*By providing an email address and mobile number, I consent to RBDM contacting me electronically about this application. I understand that it is my responsibility to ensure that I have nominated a secure email address and phone number, and to ensure the security of information after I receive it.

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4. Delivery details

Type of delivery	<input type="checkbox"/> Standard post (no additional fee) <input type="checkbox"/> Registered post (recommended for security) <input type="checkbox"/> Express post <input type="checkbox"/> International registered mail
Where certificate is to be posted	<input type="checkbox"/> Post to me at my home address on page 2 OR <input type="checkbox"/> Post to the delivery details below:
First name	
Family name	
Postal address <i>include country only if not Australia</i>	
	Postcode
Estimated cost for the order	After receiving your application RBDM will confirm what certificate(s) and information we have available for you. We will then contact you with the total amount for your order and information about how to make payment.

Privacy notice

The Department of Justice and Attorney-General is collecting your personal information for the purpose of processing your application for adoption entry information under the *Births, Deaths and Marriages Registration Act 2023* and *Adoption Act 2009*. The information on this form may be provided to law enforcement agencies and to government and non-government agencies for verification of the data. Access to information or a certificate may be granted to any person who has adequate reason to obtain it, or who meets the requirements of the access policy. To obtain details about the access policy and rights of access to this information contact the registry within Australia on **13QGOV (13 74 68)**, international callers **+61 7 3022 6100** (+10 hours UTC). For general information about the registry visit www.qld.gov.au/rbdm.