

# Lancashire Family History & Heraldry Society



## **Chorley Branch Education Group Talk Handout Further Steps Adoption (Extract from Government Sources)**

# Adoption records

1. Accessing your birth records
2. [The Adoption Contact Register](#)
3. [Intermediary agencies](#)

## 1. Accessing your birth records

You can access your birth records if you don't have them because you were adopted.

You need to be 18 or over to do this.

Everyone adopted before 12 November 1975 will need to attend a counselling session with an approved adoption advisor first.

## You know your birth details

You can order a copy of your original birth certificate from the [General Register Office](#).

For adoptions outside England or Wales you need to contact the General Register Office where you were adopted.

## You don't know your birth details

You need to fill in an application for Birth certificate Information Before Adoption (BIBA) service if you don't know your birth details. There are different forms depending on where you live:

- [application for access to birth certificate information](#) - if you live in the UK
- [application for access to birth certificate information](#) - if you live outside the UK

Post or email the form to:

[adoptions@gro.gsi.gov.uk](mailto:adoptions@gro.gsi.gov.uk)

Adoptions Section  
Room C202  
General Register Office  
Trafalgar Rd  
Southport  
PR8 2HH

## 2. The Adoption Contact Register

You can add yourself to the Adoption Contact Register at the General Register Office to:

- find a birth relative or an adopted person
- say you don't want to be contacted

This is not a tracing service - for a connection to be made between people, you must both be on the Adoption Contact Register.

### Find birth relatives if you were adopted

You can add yourself to the Adoption Contact Register if you're 18 or over and your birth or adoption was registered with the General Register Office.

You need to fill in [form CR part 1](#) to add yourself to the register. Read [guidance notes](#) on how to complete the form.

You need:

- your original birth name
- your date of birth
- the full name(s) of your birth mother (and birth father if known)

The fee is £15 - instructions on how to pay are on [form CR part 1](#).

### Find someone who was adopted if you're a birth relative

You can add yourself to the register to try to find an adopted person by filling in [form CR part 2](#). Read [guidance notes](#) on how to complete the form. You'll only be able to find people who have also added themselves to it.

You need to be 18 or over.

The fee is £30 - instructions on how to pay are on [form CR part 2](#).

You can also use this form if you are an adopted person looking for other adopted siblings.

You can also apply to make contact with an adopted person through an approved [intermediary agency](#).



## More information

Contact the Adoptions Section of the HM Passport Office.

### Adoptions Section

[adoptions@gro.gsi.gov.uk](mailto:adoptions@gro.gsi.gov.uk)

Telephone: 0300 123 1837

Text relay: 18001 0300 123 1837

[Find out about call charges](#)

## 3. Intermediary agencies

You can use an intermediary agency to help you trace a birth relative if you were adopted or you're related to someone who has been adopted. The fee for the service depends on the agency.

You can use an intermediary agency if:

- you were adopted before 30 December 2005
- a relative of yours (including a relative by adoption) was adopted before 30 December 2005

When an intermediary agency finds a person, you can only contact them if they agree to it. If they don't agree, the agency won't tell you their name or whereabouts but might be able to share some information, like:

- their domestic or family circumstances
- their general health and well-being

## If you don't want to be contacted

Adopted people and birth relatives can use the [Adoption Contact Register](#) to say that they don't want to be contacted.

Tell your agency and register a veto if you don't want to be approached by an intermediary agency. There are 2 types of veto called an 'absolute veto' and a 'qualified veto'.

### An 'absolute veto'

This means an intermediary agency can't approach you under any circumstances (your adoption agency can still pass on information to you, eg about a hereditary medical condition or details of an inheritance).

### A 'qualified veto'

This means you can say when you would be prepared to be contacted, eg you could say that an approach on behalf of your birth parent wouldn't be acceptable, but an approach by a sibling would.

# More help and information

For further information on intermediary services you can contact:

- [General Register Office](#)
- the adoption team at [your local council](#)
- a voluntary adoption agency
- an adoption support agency

## Lancashire Family History & Heraldry Society Chorley Research Centre at Astley Hall Farmhouse

### Opening times

First & Third Saturdays Noon—4:00pm  
Monday, Wednesday & Friday 10:00am—4:00pm

Last appointment 3:00pm

**Booking advisable**—Tel. 01257 231 600 (When centre is open),  
Tel 01257 262 028 (When centre is closed)

or

**Book in line at - Chorley Family History Research Centre Website** – [www.cfhrc.com](http://www.cfhrc.com)

**Research Enquires** - [chorleyresearch@lfhhs.org.uk](mailto:chorleyresearch@lfhhs.org.uk)

**Chorley Branch Website** - [www.lfhhschorleybranch.com](http://www.lfhhschorleybranch.com)

### LFHHS

President – Steve Williams  
Society Website – [www.lfhhs.org.uk](http://www.lfhhs.org.uk)  
Reg. Charity Number - 513437