

# Application for entry in Part 2 of the Adoption Contact Register by a Relative of a Person Adopted in Northern Ireland

Please read our privacy notice to see how we use and protect your personal information at  
[www.finance-ni.gov.uk/publications/nisra-privacy-notice](http://www.finance-ni.gov.uk/publications/nisra-privacy-notice)

## Details of Applicant

Applicant Full Name			
Full Address			
(or details of whom			
Correspondence should be sent)		Post Code	

## Details of Adopted Person *(as registered on their original pre-adopted birth entry)*

Original Name			
Date of Birth		Place of Birth	
Mothers Full name			
Fathers Full Name			
Your relationship to the adopted person			

## Declaration

I declare that I have attained the age of 18 years and in support of my claim to be related to the other person named above I enclose my birth certificate and those relating to:

- a) Full name
- b) Full name
- c) Full name

And marriage certificates relating to:

- a) Full name  and
- b) Full name  and

I have read and accept the conditions relating to the Adoption Contact Register and request that if my relationship to the adopted person named above is proved to the satisfaction of the Registrar General, my name and nominated address should be entered in Part 2 of the Register.

I agree to my name and the address supplied for entry in Part 2 of the Register being passed to the above named adopted person, in the event that he/she requests entry in Part 1 of the Adoption Contact Register and expresses the wish to be informed of any relative in Part 2 of the Register.

I further accept that I cannot be informed of the name and address of the adopted person where these details are entered in Part 1.

If I wish to be removed from the Register, I will give 28 days' notice in writing to the Registrar General.

I understand that no guarantee can be given that if a link is made with the named adopted person on Part 1 of the Register, that he/she will contact me.

I enclose the fee of £  and will forward to the Registrar General at his/her request any further documents that may be necessary to prove our relationship.

I declare that I am related to the named adopted person above by blood, half-blood or marriage (through my existing marriage to his/her mother/father/sister/brother (\*delete as appropriate))

NOTE: Divorce nullifies the relationship by marriage.

**Signed**

**Date**

## Adoption Contact Register Part 2

The Registrar General for N.I. maintains, at the General Register Office, an Adoption Contact Register, the purpose of which is to put persons adopted in Northern Ireland and their natural relatives in touch with each other if this is their stated wish.

The Register consists of two parts.

**Part 1** contains the names and addresses of persons adopted in Northern Ireland who fulfil statutory conditions and who have notified the Registrar General that they wish to contact their relatives.

**Part 2** contains the names and addresses of relatives who fulfil the conditions as outlined below, and who have similarly notified the Registrar General that they wish to contact the adopted person. A relative in this context means any person (other than an adopted relative) who is related to the adopted person by blood (including half-blood) or marriage.

The conditions which must be fulfilled before your name and address can be entered in Part 2 of the register are:

- a) A record of the Adoption is kept at the office of the Registrar General for Northern Ireland;
- b) You have attained the age of eighteen years;
- c) You have satisfied the Registrar General that you are a relative of the adopted person;
- d) You have the information necessary to enable you to obtain a certificate of the adopted person's original pre-adopted birth entry.

There is also a statutory fee to be paid for processing your application.

When your relationship to the adopted person is proved, your name and the address that you have provided and your relationship to the adopted person will be entered in Part 2 of the Register. The onus is on you to satisfy the Registrar General of your relationship to the adopted person and you will be called upon to provide documentary evidence in support of your application. Such evidence is likely to include relevant certificates of birth and/or marriage.

Once your entry has been made in Part 2 of the Register, a check will be made in Part 1 and if the particulars of the person you are seeking are recorded therein, your name and address will be transmitted to that person. No information can be passed to you about an entry found in Part 1 of the Register. However, you will be informed if your particulars as recorded in Part 2 are passed on to the adopted person. If no link is found at the time of registration, you will receive a confirmation letter stating that your details, as supplied, have been entered in the Register and that should a link be found in future, you will be notified.

The address you give for an entry in Part 2 of the Adoption Contact Register need not be your home address. If you wish you may use the address of another organization or individual so that you will receive counselling and support when and if your relative who was adopted uses the information supplied to him/her to make contact.

If you wish to use some other organisation or individual as a contact; it is important that you only use one that fully understands the responsibilities and complexities of being your indirect link on the Adoption Contact Register. It is important that you have agreed with that organisation/individual to act as your representative before submitting your application and that you keep them informed of any change of your personal address or circumstances.

Any entry made in the Register may be removed or amended at any time by giving 28 days' notice in writing to the Registrar General.

# Payment Mandate Form for Postal Applications

Contact details: **GENERAL REGISTER OFFICE**  
**COLBY HOUSE**  
**STRANMILLIS COURT**  
**BELFAST BT9 5RR**  
**Telephone: 0300 200 7890 (within UK) or +44 300 200 7890 (outside UK)**  
**Website: [www.nidirect.gov.uk/gro](http://www.nidirect.gov.uk/gro) Email: [gro\\_nisra@finance-ni.gov.uk](mailto:gro_nisra@finance-ni.gov.uk)**

## Fees and payment methods

Details of fees payable are available on our website at [www.nidirect.gov.uk/articles/tracing-and-contacting-birth-relatives-and-adopted-adults](http://www.nidirect.gov.uk/articles/tracing-and-contacting-birth-relatives-and-adopted-adults); or by contacting us using the telephone number above.

Payment can be made by post with a cheque or postal order made payable to “*Registrar General*”. Cash should not be sent in the post. Should you wish to pay by credit/debit card please fill in the instruction below and include it with your application.

**ALL PAYMENTS BY POST SHOULD BE RETURNED TO THE GENERAL REGISTER OFFICE AT THE ABOVE ADDRESS.**

We can also accept payment by credit/debit card or cash at our office.

**Please note:** if you are completing your credit/debit card details, we recommend that you use a secure form of posting. This payment mandate form will be destroyed once payment has been confirmed.

For security reasons we cannot accept payment details by e-mail and payments cannot be made online for these applications.

Payment should be made in pounds sterling.

## Credit/debit card instruction

Applicants Name

Type of card

Mastercard ☐

Visa ☐

Switch/Maestro or Solo ☐

Visa Electron ☐

Card Number





Security number (the last three numbers shown on your cards signature strip)

Expiry date

Issue No.

(Switch/Maestro or Solo)

Valid from date.

Total Fee £

Cardholders signature:

Cardholders name:  
(BLOCK CAPITALS)

Cardholders

Full Address

Telephone No.

Email:

## General Register Office Privacy Notice



Data Controller  
Department of Finance  
Clare House  
303 Airport Road  
Belfast  
BT3 9ED

**Data Protection Officer**  
Jenny Lynn  
Room 29, Dundonald House  
Upper Newtownards Road  
Belfast BT4 3SB  
Telephone: (028) 9052 4149  
Email: [DataProtectionOfficer@finance-ni.gov.uk](mailto:DataProtectionOfficer@finance-ni.gov.uk)

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 – when passed requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

### **Why are you processing my personal information?**

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969);

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

### **What categories of personal data are you processing?**

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

### **Where do you get my personal data from?**

We obtain personal information directly from you and from other government departments.

### **CCTV**

We use CCTV in Colby House (our Headquarters) to maintain the security of property, premises, staff and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

### **Do you share my personal data with anyone else?**

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives

- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our Departmental guidance on data sharing provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

### **Do you transfer my personal data to other countries?**

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

### **How long do you keep my personal data?**

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the DoF Retention and Disposal Schedule, after which time it will be destroyed securely.

### **What rights do I have?**

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at [DataProtectionOfficer@finance-ni.gov.uk](mailto:DataProtectionOfficer@finance-ni.gov.uk).

Alternatively, you can write to

#### **Data Protection Officer**

Jenny Lynn  
Room 29, Dundonald House  
Upper Newtownards Road  
Belfast  
BT4 3SB

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected.

### **How do I complain if I am not happy?**

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

[casework@ico.org.uk](mailto:casework@ico.org.uk)

or

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
<https://ico.org.uk/global/contact-us/>