

Thank you for contacting AAA-NORCAP. Our Intermediary Service is available to locate and contact your adopted relative. If you choose to use our services AAA-NORCAP will:

- support you throughout this process
- establish where any records are held about the adoption of your relative
- obtain information from those records about the identity of your relative after adoption
- locate the adopted person using specialist resources
- prepare you for the impact of renewed contact with your relative
- make contact with the adopted person and offer support and any assistance needed
- facilitate an exchange of information agreed by the adopted person and support whatever renewed contact is agreed between you and your adopted relative.
- be able to share with you non identifying information about your relative if actual contact is not possible

Providing this service involves a great deal of work and takes about one year. AAA-NORCAP cannot guarantee that the outcome you hope for will be achieved; your adopted relative is the person who decides whether or not to have any contact with you. Over 25 years experience in intermediary work means AAA-NORCAP is able to provide a very skilful service that will achieve the best possible outcome for you all.

Very occasionally it may prove impossible to trace a relative. This is unlikely and there is no limit to the effort that will be put in to try to find your relative.

People who use this service will need to pay the costs involved. If you cannot afford to pay for the service AAA-NORCAP can help you to seek financial support. You might be able to receive an Intermediary service from your local authority or from the adoption agency that placed your relative for adoption. You may wish to contact those

agencies before deciding to use AAA-NORCAP. We recommend you check out waiting times, costs and details of how the service will be provided before making your decision.

Service Costs

If you have not already done so you need to register on the AAA-NORCAP Contact Register at a cost of £15.00. If your relative is registered the process will be simpler and will cost less.

Once it is known there is no link on the register the initial payment needed is £175. This is for the checks we are required to make and for getting the post adoption identity from the General Register Office. The balance of £425 can then be paid in full or alternatively by 9 monthly payments of £50 (this includes an admin surcharge of £25). The instalments can be paid by credit card or standing order. During the process we will talk with you to gain extra information about the agency that placed your relative for adoption and depending on how much you can tell us there may be an additional file location fee of £75. This will be charged separately if applicable.

Other Services for Birth Relatives

- If, by chance, you know the full identify of your relative after adoption please call 01865 875000, as there may be additional options available to you
- AAA-NORCAP maintains a list of accredited counsellors with expertise in the field of adoption, for further information please call General Enquiries
- AAA-NORCAP runs many local and national events – informing, campaigning and training – where “supporters” are always welcome. An events programme and further information about or can be found on our website.

Before applying for this service you must first have entered your details on the AAA – NORCAP Contact Register, as a potential link will negate the need for this service

PERSONAL DETAILS

Title	
Full Name	
Address	
County	
Postcode	
Country	
Tel No (Daytime)	
Tel No (Evening)	
Mobile No	
Email Address	
Date of Birth	

INITIAL PAYMENT OF £175.00

- I enclose a cheque / postal order / money order made payable to NORCAP
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable)
- I will pay directly by credit or debit card by telephone (01865 875000) or fax (01865 875686)

Card No: / / /

Start Date: Expiry Date: Issue No:

Name of Cardholder:

Signature of Cardholder:

Date:

Application by Birth Relatives for Locate and Make Contact

In addition to the information supplied when we recorded your details on the AAA – NORCAP register we will need you to complete the questions below and send this form to us together with the supporting documentation outlined. If you are unable to supply any of the details or certificates needed to start this work please call 01865 875055.

BIRTH NAME OF THE ADOPTED PERSON

DATE OF BIRTH OF THE ADOPTED PERSON

YOUR RELATIONSHIP TO THE ADOPTED PERSON:

- **Birth mother**
- **Birth father**

If you are the birth father were you named on the original birth certificate of the person who was adopted? YES / NO

If you are the birth father and are not named on the original birth certificate of the person who was adopted do you have any other documents or evidence to show you are the father? YES / NO

If NO please call 01865 875055 to discuss this further

- **Brother or Sister**
- **Other** (please specify)

If you are not the birth mother or birth father how are you related to the adopted person, please state your relationship and whether this is through his/her mother or father?

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 (If you are related through the birth father documentary evidence of this relationship is required. If you cannot evidence this please call 01865 875055).

Have you discussed this application with the adopted person's mother or father? YES / NO

- If yes was the parent supportive? YES / NO
- Is the birth parent deceased? YES / NO
- If yes please enclose copy of death certificate

DOCUMENTATION REQUIRED

The full birth certificate of the adopted person you are seeking to establish contact with

Your full birth certificate

If you have married or changed your name from that shown on your birth certificate please enclose the relevant documentary evidence to relate your current name to your birth name, such as your marriage certificate or deed poll

If none of the above documentation evidences your relationship to the adopted person being sought please enclose proof of this relationship

AAA-NORCAP CHARGES

The remaining cost for this service can be spread over 9 months by card payment or standing order for £50 a month, this includes an admin surcharge of £25. Or the remaining cost of £425 can be paid in full once the process of locating your relative begins. There may be an additional charge of £75 if the information you provide is insufficient to positively identify the Appropriate Adoption Agency. If this applies in your case the reasons will be explained to you.

I confirm that the information given above is correct and complete to the best of my knowledge.

Signed Date