

The AAA-NORCAP Contact Register was established in 1987 in direct response to the needs of adults affected by adoption who were seeking to establish contact with “lost” relatives. At the end of July 2008 the register contained the details of 63057 people – the largest register of this type in the UK.

What Happens when you Register?

When you register your details and those of the adult affected by adoption you are seeking information about, these will be checked against the existing entries on the AAA-NORCAP Register.

By necessity the information requested on the application form is quite detailed and you will not be expected to complete all the questions. Birth names and dates of birth are usually central to any search of the existing database but if you do not have any vital information we can guide you on how to obtain this. The good news is that at the time of entering your details on the Register you do not have to submit any documentary evidence of either yourself or your relative and the registration fee includes any subsequent changes you tell us of eg if you move. This allows us to keep the registration fee to a minimal £15.00.

How Do You Register?

You can either submit an application form online, send in your application by post, or call General Enquiries on 01865 875000 with your details. You can pay by all the usual means: cheque, postal order, credit or debit card.

What Happens When You Submit your Registration Details?

Once in receipt of your completed application form and your payment has cleared your details and those of the person you are seeking will be entered onto the AAA-NORCAP Register and these will be checked against the existing entries on the database for a potential link. You will be informed within 20 working days whether a possible link has been found.

What Happens if a Potential Link is Found

AAA-NORCAP will inform you. Some of the links identified relate to people whose details were entered in the earlier years of the Register and consequently these details have to be checked for currency? Then all parties involved in a possible link are notified and asked to provide documentary evidence of their own identity and their relationship to the person sought. Once the link is proven an Intermediary is appointed to liaise between the parties and to help them move toward reunion.

What Happens If No Potential Link is Found

This does not mean that your relative does not want contact, just that their details are not on the Register. Many adults affected by adoption are unaware of the contact register facility or are too inhibited by the mandatory bureaucracy involved in registering to disclose such intimate details. Many new people register their details all the time and these will always be checked against your criteria. Many adults affected by adoption who have registered without establishing a link have been helped and supported in successful reunions by AAA-NORCAP. You will be sent details of the options available to you when you are sent confirmation of your registration.

Confidentiality

AAA-NORCAP are very conscious that people joining its register are disclosing a great deal of personal information and the organisation is deeply committed to preserving your privacy – your details will not be disclosed to anyone without your prior permission. In addition, AAA-NORCAP is fully compliant with the many aspects of the law which cover confidentiality – the organisation is registered with the Data Protection Agency and is fully compliant (again) with the demands for security of data made on the charity as part of its registration with Ofsted as an Adoption Support Agency, both physical and virtual records.

Application for Registration with AAA-NORCAP



PERSONAL DETAILS

Title _____
Full Name _____
Address _____

Town _____
County _____
Postcode _____
Country _____
Tel No (Daytime) _____
Tel No (Evening) _____
Mobile No _____
Email Address _____
Date of Birth _____

How did you find out about AAA – NORCAP?

PAYMENT for registration **£15.00**

Donation to support the work of AAA-NORCAP £_____ Please send me information on becoming a Friend of AAA-NORCAP

TOTAL £_____

- I enclose a cheque / postal order / money order made payable to NORCAP
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable)
Card No / / /
Start Date Expiry Date Issue No:
Name of Cardholder
Signature of Cardholder
- I will pay directly by credit or debit card by telephone (01865 875000) or fax (01865 875686)

GIFT AID

Do you pay income tax or capital gains tax in the UK? YES / NO

If YES, AAA-NORCAP as a charity can benefit from an additional 28p from every £1 you donate to this charity and it will not cost you a penny more! If you are a UK taxpayer please sign the declaration below so AAA-NORCAP can claim this tax rebate.

I am a UK taxpayer and want AAA-NORCAP to treat as Gift Aid all donations I make from today's date until I notify you otherwise.

Signature Date.....

EQUAL OPPORTUNITIES AND ANTI DISCRIMINATION

AAA-NORCAP aims to provide an equal and appropriate service to everyone, regardless of gender, age, sexual orientation, ability or disability, racial, religious or cultural heritage. To help us progress in this we need to know the background and special needs of all our members.

Do you have any disability/special needs that AAA-NORCAP needs to be aware of in order to provide good and accessible services to you? NO / YES

If YES please give details

Are there any other ways in which you might be at risk of discrimination? NO / YES

If yes please give details

Please advise if the adoption that affects you personally was an inter-country or trans-racial adoption?
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Application for Registration with AAA-NORCAP



DETAILS FOR THE AAA-NORCAP CONTACT REGISTER

Please provide as many of the following details as you can. Most people will not have all the answers. The date of birth of the adopted person is the most important but AAA-NORCAP can help you obtain this information if necessary.

Are you an	Adopted Adult	YES / NO	
	Birth Relative	YES / NO	If YES please specify:
		Birth mother <input type="checkbox"/>	Birth father <input type="checkbox"/>
		Sister <input type="checkbox"/>	Half Sister <input type="checkbox"/> through which parent
		Brother <input type="checkbox"/>	Half Brother <input type="checkbox"/> through which parent
		Other <input type="checkbox"/>	please specify

Name of Person You Wish to Contact

Relationship to You

Birth Name

Adopted Name

DOB

Place of Birth

Name of Birth Mother

Name of Birth Father

Did the birth mother stay at *Mother & Baby Home* YES / NO If YES, which home

Which Agency arranged the adoption

Which Local Authority or Social Services Department was involved

Was there any Doctor/ Solicitor/ Social Worker / Clergy / Other Involved who had a specific role in the adoption YES / NO

If YES please name

Date of Adoption Order

Name of Court

As far as you know was the adopted person a twin or triplet YES / NO

Last known address

Date when at that address

OTHER INFORMATION

Are you also registered on the Adoption Contact Register operated by the General Register Office? YES / NO

If you wish to register would you like to use AAA-NORCAP as a c/o address? YES / NO

DECLARATION

I understand that the details given above will not be disclosed to any individual or organisation without my consent, except AAA-NORCAP staff and voluntary workers, who will respect my confidence. The above details will be held electronically and AAA-NORCAP is registered with the Data Protection Agency. I confirm that the information given above is correct and complete to the best of my knowledge.

Signature

Date