

LOCATE AND MAKE CONTACT

A service for Adopted Adults



- A comprehensive package covering everything from tracing to making contact
- Options on how and when initial contact is made
- Regular updates and support from your Intermediary Worker

BACKGROUND

For almost 30 years AAA-NORCAP has advised adopted adults to do their own search for birth relatives if possible. To help with this it produced the original Searching for Family Connections book and more recently the structured Searching for Family Connections Action Pack. The organisation remains committed to assisting and enabling adopted people to use publicly available records to do their own searching.

The organisation has also maintained a list of accredited researchers who have conducted searches on behalf of members, doing the whole search or just the part the member cannot do personally. This service will continue.

Some members have nevertheless chosen to use commercial enquiry agents and this has evidenced the need for AAA-NORCAP to offer this service directly. We are also aware that some people make direct contacts with potential birth relatives, often through internet sites such as Friends or Genes Reunited, which suggests to us that a location service would help them and avoid the risks of contact without preparation or support for either the adopted adult or the birth relative contacted.

HOW THE SERVICE WORKS

If you wish to use the service you must first have entered your details on the AAA-NORCAP register. Then you will need to complete the request form enclosed with this leaflet. Send the completed form with the required documents and your payment details to AAA-NORCAP.

The search will be undertaken by the in-house Person Locator and a Support Worker will also be appointed. You will be contacted within 20 working days and advised if you need to supply any additional information. If you have not accessed adoption records you will be advised how to do so as the information gained may help with the practical

aspects of the search. It will also be helpful to you in deciding how to proceed. If you wish, AAA-NORCAP can obtain and share your adoption record information with you but has to charge to cover the costs involved. Access to adoption records should be available to you from your home local authority or the adoption agency involved free of charge as part of their statutory adoption service, although quite often there is a lengthy waiting list.

The Support Worker appointed will keep in touch with you and explain regularly how the search is progressing; s/he will also be able to answer any questions you have. Whilst the search progresses your Support Worker will help you to think through all the possibilities, for you and your relative, which may arise from making contact. As more information about your relative is obtained the discussions can become more focused. When your relative has been located your Support Worker will discuss with you how you wish to proceed. At this stage you have at least three options:

Use your Support Worker to make that vital initial contact with your relative and to offer support and preparation to him/her. If you choose this option your Intermediary will be available to support and assist both you and your relative for as long as you wish. This option enables you to make contact in the safest way and without having to reveal your current name and address to your relative immediately.

Choose the Supported Direct Contact Service. Your Support Worker will hand to you all the documentation used to locate your relative and also offer you a template of a letter you can use. This template includes details of the Intermediary who has assisted you and gives your relative the choice of responding directly to you or initially to the Intermediary. The support and assistance of the Intermediary remains available to both you and your relative if you choose to use it. Some members want to be in personal control of their initial contact with their relative and if this is your choice then this model may work well for you whilst still giving your relative the option of responding via an Intermediary.

Do nothing at this stage and simply receive the information found by the Person Locator from your Intermediary Worker. The option to use either the full Intermediary Service or Supported Direct Contact later without additional charge remains open to you.

QUESTIONS ABOUT THIS SERVICE

How long will it take to find my relative?

It is not possible to predict how long any search may take. You can be assured that the Person Locator working for you is exceptionally skilled at this work and has the most comprehensive resources available. You will be advised by your Support Worker of the progress of your search at the end of the first two months and six weekly thereafter. Most searches will be resolved within 9 months and in some cases much sooner but a search will only be considered resolved when documentation has been obtained to support the final search report. Often it is obtaining the certificates, probate etc that takes the time. The more information you supply the quicker the search will be.

How is this service charged

The charges for this Locate and Make Contact Service are outlined on the application form. The charge for Locate and Make Contact includes both the location and the intermediary elements of the Service. You will not be asked to pay more however long the search takes unless the Person Locator finds clear evidence that your relative has gone overseas. Many overseas searches can be resolved by our in-house Researcher, but if this does not prove possible your Support Worker will discuss options with you. This will include the costs of specific services trusted by AAA-NORCAP that may be used to resolve the remainder your search.

Do I have to pay this all at once?

In order to spread the cost, payment can be made in four monthly instalments. There is a surcharge for stage payments.

Is there a limit to how much searching will be done?

No. Whilst it is not possible to predict how long a search will take or to guarantee that the search will be successful AAA-NORCAP promises not to give up. If a point is reached that every option open has been explored, this will be explained to you. Even then your case can be retained on an annual review scheme and the Person Locator will re-examine your search each year when a new register of electors and index of births marriages and deaths has been published.

What if my relative has a very common name?

This will make the search more challenging. The Person Locator may advise that the search is only viable if additional information about the relative or

family members, such as dates of birth, is obtained from your adoption record. If necessary the search will be 'on hold' until you are able to provide the adoption record information. If the essential additional information cannot be obtained a full refund, less a small assessment and report fee, will be made to you. You will be given every possible assistance to get hold of any additional information from the agency or court records if you have not previously done so but please see * below.

Will I have to pay to use the Intermediary service?

The cost of this Locate and Make Contact service includes providing you and your relative with Intermediary service. You will not be asked to complete an intermediary request form and all the documentation necessary will be passed directly from the Person Locator to your Support Worker. There is no need for you to make a donation at the intermediary stage – although as a charity providing all our services on what aims to be a 'cost recovery' and 'not for profit basis' donations are always welcomed and put to good use.

Can anyone use this AAA-NORCAP service?

Yes. However, you must have entered your details on the AAA-NORCAP Register as a potential link would negate the need for a location service.

****Why does the service not include obtaining my adoption records?***

It is not possible to include obtaining adoption records routinely in this service. The staff time involved makes this impossible without additional cost. AAA-NORCAP can obtain your adoption records for you, there will be a charge for this. Also, AAA-NORCAP can meet with you to share the information contained but again it is necessary to charge for this. This charges are outlined on the Locate and Make Contact Application Form. Access to your adoption records should be available to you from the Local Authority where you live, or possibly from the agency that arranged your adoption if known. Your local authority is not permitted to charge you for doing this work as it is part of its statutory adoption service – but there may be a waiting list. AAA-NORCAP recommends obtaining your adoption records before searching, if possible, as the information shared can be useful in the search as well as interesting for you.

If you would like to discuss this service in greater detail and to check whether it would be appropriate to your needs please call our advice and information service on 01865 875000.

Locate and Make Contact Application for Adopted Adults

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	

PAYMENT

The total cost of this service is £500, payments maybe spread over 4 months at £125 per month. A discount of £5 is given when payment made in full. Please indicate below which payment option you wish to take:

- I enclose a cheque / postal order / money order made payable to NORCAP for £495.00
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable) for £495.00
- Please debit my VISA / MASTERCARD / DELTA / MAESTRO CARD (delete as applicable) for 4 payments of £125 over the next 4 months

Card No: / / /

Start Date: Expiry Date: Issue No:

Name of Cardholder:

Signature of Cardholder:

Date:

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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.

DETAILS OF THE PERSON YOU WISH TO LOCATE AND CONSIDER CONTACT WITH

Full name:	
Date of birth (if known):	Age at (date):
Last known address:	
Date when known to be at that address:	
Any other information	
Relationship to you (if half sibling please state which parent you share):	

FURTHER INFORMATION

Have you gained access to your Birth Records?	YES/NO
Which agency handled your adoption?	
Has an approach been made to any member of your birth family. if so please specify	

DOCUMENTATION CHECKLIST

Please enclose the following documentation:

- Copy of your original birth certificate
- Copy of your full adoption certificate or copy of the adoption order
- Guardian Ad Litem Report
- Any other certificates already purchased
- Information from your adoption file

I understand that the information given above will be held in confidence and will not be disclosed to any individual or organisation without my consent except AAA–NORCAP staff and voluntary workers and the staff of other agencies it is necessary to contact in the course of this work. I am aware that this information will be held on an electronic database and that AAA–NORCAP is registered with the Data Protection Agency.

The information given above is correct and complete to the best of my knowledge.

Signed Date